

**FREEDOM OF INFORMATION  
AND  
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION  
SECURITY INDEX**

**FILE NUMBER: 100-358086**

**SECTION : 24**



**FEDERAL BUREAU OF INVESTIGATION**

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## **NOTICE**

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Office Memorandum • UNITED STATES GOVERNMENT

DATE: February 13, 1953

TO :

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

PURPOSE:

To summarize the information set out in the attached memorandum regarding the progress of the field in reducing the delinquency and backlog of security work during January 1953.

SYNOPSIS:

The January administrative reports from all offices reflect that the total pending active matters in the 65, 100 and 105 classifications decreased during the month from 24,770 to 24,098. The number of delinquent matters was reduced from 49.5% to 48.8%. Thirty-one offices reduced their total number of pending active matters and twenty-four offices reduced their delinquency in these classifications. Letters were sent to thirteen offices directing them to further reduce their backlog and delinquency in these matters.

The New York Office has approximately 30% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 47% of the number of delinquent matters in these classifications in the entire field. The average delinquency of all other offices combined was approximately 37% compared to New York's delinquency of 76%.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the February administrative reports.

Bufile ~~XXXXXXXXXX~~

Attachment

INDEXED - 93  
RECORDED - 93

C. C. MANNING

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

FROM :

DATE: February 13, 1953

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions on the first of the year and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>10-31-52</u>	<u>11-30-52</u>	<u>12-31-52</u>	<u>1-31-53</u>
65	1,314	1,128	1,095	1,067	1,105
100	32,812	25,743	25,655	25,570	24,955
105	2,895	2,229	2,194	2,295	2,284
Total	37,021	29,100	28,944	28,932	28,344

Attachment  
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TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>10-31-52</u>	<u>11-30-52</u>	<u>12-31-52</u>	<u>1-31-53</u>
65	525	250	323	229	225
100	22,518	11,884	11,643	11,254	10,795
105	1,719	775	831	784	752
Total	24,762	12,909	12,797	12,267	11,772

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency for all offices for the past four months.

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
10-31-52	25,401	12,909	50.8%
11-30-52	24,936	12,797	51.3%
12-31-52	24,770	12,267	49.5%
1-31-53	24,098	11,772	48.8%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 78% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65-100 and 105 MATTERS

<u>Office</u>	<u>Security Index Cards</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>1-15-53</u>	<u>12-31-52</u>	<u>1-31-53</u>	<u>12-31-52</u>	<u>1-31-53</u>
New York	3,729	7,605	7,288	79%	76%
Los Angeles	3,247	1,898	1,753	29%	36%
San Francisco	1,978	1,713	1,666	36%	47%
Detroit	1,289	1,120	1,058	58%	65%
Chicago	1,124	1,504	1,474	53%	49%
Philadelphia	914	1,079	1,056	48%	41%
Seattle	646	310	293	28%	27%
Newark	638	1,049	1,074	42%	48%
Cleveland	635	570	565	41%	32%
Minneapolis	491	715	759	30%	43%
Boston	490	619	679	54%	34%
New Haven	486	360	353	40%	33%
<b>Total</b>	<b>15,667</b>	<b>18,542</b>	<b>18,018</b>		

The over-all statistics for the eleven offices other than the New York Office since March 31, 1952, are as follows:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent (65-100-105)</u>
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%

During January, nine of the twelve offices reduced the total number of pending active matters in the three classifications and seven reduced the delinquency in the total matters in those classifications.

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In regard to the New York Office you will note it has a high percentage of the pending active matters and delinquency in the twelve offices listed. During January the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 317 matters and those delinquent by 476. New York's delinquency in the three classifications is approximately 76%.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on January 31, 1953, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during January 1953. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	12-31-52	1-31-53	12-31-52	1-31-53
Houston	92	81	26%	46%
Indianapolis	295	268	30%	44%
Charlotte	85	71	24%	38%
Milwaukee	241	262	30%	38%
Mobile	52	60	12%	38%
Saint Louis	410	394	44%	37%
New Orleans	145	139	31%	34%
Denver	190	180	31%	33%
Salt Lake City	73	60	19%	33%
Albuquerque	66	65	24%	31%
Louisville	65	68	34%	31%
Miami	174	169	18%	30%
Richmond	60	47	13%	30%
Phoenix	95	96	23%	28%
Butte	73	58	27%	26%
Little Rock	22	16	18%	25%
Albany	280	259	40%	24%
Buffalo	241	275	27%	24%
Norfolk	44	45	25%	24%
San Juan	289	222	31%	23%

Office	Pending Active Matters		Percentage Delinquent	
	12-31-52	1-31-53	12-31-52	1-31-53
Washington Field	913	878	28%	23%
Pittsburgh	345	369	19%	22%
Baltimore	428	431	27%	21%
Dallas	72	82	10%	21%
Portland	90	80	18%	21%
San Antonio	86	80	41%	21%
Cincinnati	298	325	34%	20%
Atlanta	71	54	13%	19%
Oklahoma City	71	80	15%	19%
Omaha	96	96	44%	17%
San Diego	217	237	13%	19%
Savannah	44	36	36%	17%
Birmingham	43	51	2%	16%
Honolulu	90	86	19%	16%
Kansas City	142	143	8%	11%
Anchorage	25	29	16%	10%
El Paso	28	30	7%	10%
Knoxville	16	21	0%	8%
Springfield	120	104	13%	6%
Memphis	33	30	48%	0%
Total	6,228	6,080		

During January, twenty-two offices were able to reduce their pending active work load and seventeen offices reduced their delinquency. The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%

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<u>Date</u>	<u>Pending Active Matters- (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%

OBSERVATIONS:

1. During January 1953, the field reduced the total number of pending active matters in classifications 65, 100 and 105 by 672, from 24,770 to 24,098.
2. During January 1953, the total number of delinquent matters in the 65, 100 and 105 classifications was decreased by 495, from 12,267 to 11,772. The percentage of delinquency in these classifications decreased slightly from 49.5% to 48.8%.
3. The New York Office has approximately 30% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 47% of the number of delinquent matters in these classifications in the entire field. The average delinquency of all other offices combined was approximately 37% compared to New York's delinquency of 76%.

ACTION:

As a result of the review of the January administrative reports letters have been directed to 13 offices instructing them to further reduce their backlog and delinquency in 65, 100 and 105 classifications.

We will continue to closely follow the field in this matter and will review the February administrative reports to determine the progress of the field. You will be advised of the results of that review.

(N) SECURITY INDEX - KEY FACILITIES - ADJUSTMENT TO 1953 KEY FACILITIES LIST -- Inasmuch as the geographical reference numbers appearing in the 1953 KFL are completely different from the item numbers in the 1952 KFL and other changes are reflected therein, it will be necessary for you to institute the following procedures to adjust your Security Index to the new list. This project must be started immediately.

Check of Security Index Subjects Against 1953 KFL and Submission of Form FD-122 to the Bureau.

1. All of your Security Index subjects must be checked against the 1953 KFL to determine if they are now employed in a Key Facility. This check shall not be restricted to the subjects now reflected in your Security Index as being employed in Key Facilities but will include all Security Index subjects.

2. In every instance where a Security Index subject is found to be employed in a facility appearing in the 1953 KFL you will submit Form FD-122 reflecting the proper information as indicated in the 1953 KFL in accordance with the following instructions.

If the Security Index subject is found to be employed in a Key Facility the FD-122 will reflect (1) the geographical reference number for the facility as reflected in the left column of the KFL, (2) the abbreviation for the agency having security responsibility as reflected in the column headed "RESP" and (3) the abbreviations of all of the agencies having an interest in the Key Facility. The

interested agencies will appear on the FD-122 to assure proper dissemination in the field and at the Bureau. They will not appear on the Security Index Cards returned from the Bureau.

For example, if the geographical reference number is 14870, the security responsibility is with the Navy (N) and the interested agencies are shown as Navy (A) and Air Force (AF), the data "Geo. Ref. #14870; Resp. N; Interested Agencies, N, A, AF" should be set forth on the FD-122.

It will be noted that the Key Facilities located in the states covered by several Bureau offices bear geographical reference numbers which are less than 10,000. In these instances the actual number is preceded by one, two, or three zeros. When setting forth the geographical reference number for such facilities, you are to use the actual number rather than that shown in the KFL. This is desired to simplify procedures at the Bureau in coding the data on the IBM machine. For example, if the geographical reference number appearing in the KFL is 00320, the security responsibility is with the Army and interested agencies are shown as the Army and the Research and Development Board (RDB), the data "Geo. Ref. #320; Resp. A; Interested Agencies A, RDB" should be set forth on the FD-122.

The alphabetical reference number should not be used by you under any circumstances.

It will be noted that in many instances an asterisk appears behind the abbreviation for the agency having security responsibility. As noted in the "Foreword" attached to the KFL, an asterisk indicates such assignment of responsibility is made without infringement on the Atomic Energy Commission's statutory responsibility. When it is determined that a Security Index subject is employed in such a facility the Form FD-122 recording such employment should bear the geographical reference number and the abbreviation for the agency having security responsibility followed by the letters AEC to reflect that the AEC is involved in the security responsibility. This should be followed by the identities of the interested agencies. For example, if the geographical reference number is 08690, the security responsibility is shown as A\* and the interested agencies are A, RDB, and AEC, the data "Geo. Ref. #8690; Resp. A, AEC; Interested Agencies A, RDB, AEC" should be set forth on the FD-122.

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SAC LETTER NO. 53-12

The Bureau is revising Form FD-122 to include the words "Geo. Ref. #," "Resp." and "Interested Agencies" thereon. These will be furnished to your office upon requisition when the present supply of Form FD-122 is exhausted. In the meantime it will be necessary to type these words on the Forms FD-122 now in your supply when including Key Facilities data thereon.

In any instance where a Security Index subject is employed in a Key Facility, his Security Index card should be tabbed for Comsab and Detcom in accordance with previous instructions. If the subject's Security Index card does not already reflect this tabbing it should be indicated on the FD-122 submitted by you at this time.

3. In every instance where a subject is now reflected as being employed in a Key Facility in accordance with the 1952 KFL and his place of employment does not now appear on the 1953 KFL, Form FD-122 should be submitted to the Bureau deleting the Key Facility employment status of the subject. If his removal from the Key Facility category requires that the Detcom and/or Comsab tabbing be deleted, such deletion should be indicated on the FD-122.

4. If there is any doubt as to whether a Security Index subject is actually now employed at a Key Facility listed in the 1953 KFL such employment should be verified either by a check of his case file or through a check of his place of employment.

Action To Be Taken In Cases Not Previously Designated  
As Key Facility Cases

In those instances where a Security Index subject is found through this check to be employed in a Key Facility but he has not previously been listed in the Security Index as a Key Facility employee the following steps should be taken:

1. The residence address should be currently verified.
2. The Armed Services representative at the Key Facility or other reliable source should be contacted to determine whether the subject has access to classified or restricted material.
3. A report should be submitted at the earliest possible date bringing the case up to date, as well as including the information required for Key Facility reports. If the initial summary

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SAC LETTER NO. 53-12



report in the case has not been submitted the report submitted at this time should be a summary report. Thereafter the case should be placed in a pending-inactive status and handled in accordance with existing instructions for Key Facilities cases.

Dissemination and Content of Reports

Henceforth the following instructions for dissemination shall apply to all Key Facilities cases. The office of origin shall disseminate copies of each report to the proper local representatives of the intelligence agencies of the Army (G-2), Navy (ONI), Air Force (OSI), or the Coast Guard in any instance where one or more of these agencies are reflected in the KFL as being the agencies interested in the Key Facility. In all instances where one of these agencies has security responsibility for the Key Facility that agency shall be furnished a copy of each report.

Reports on subjects employed in Key Facilities for which the Marine Corps has security responsibility or in which the Marine Corps has an interest should be disseminated to the proper local representative of ONI.

Dissemination to the Atomic Energy Commission (AEC) Armed Forces Special Weapons (SWP), the Research and Development Board (RDB) and the Maritime Administration (MA) shall not be made in the field. Any direct dissemination to these agencies will be made at the Bureau.

Inasmuch as the 1953 KFL contains numerous changes, it is possible that in some cases past dissemination has not been made to the agencies which now have security responsibility or are now interested agencies. The case file of each Security Index subject found to be employed in a facility appearing in the 1953 KFL must be reviewed to determine whether proper dissemination has been made of information appearing in his file in accordance with the 1953 KFL. Where proper dissemination has not been made in the past it should be made at this time.

To facilitate proper supervision of Key Facilities cases in the field and at the Bureau and to assure proper dissemination, the administrative page of each report hereafter submitted on a subject employed in a Key Facility shall contain a statement identifying (1) the name of the Federal Agency having security responsibility

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SAC LETTER NO. 53-12

for the Key Facility and (2) all of the interested agencies. The latter is a change of previous instructions to assure proper dissemination of all reports.

Instructions regarding the dissemination and content of reports concerning subjects of individual security investigations who are employed in Key Facilities shall apply to all such subjects whether they are or are not in the Security Index.

Handling Future Amendments To The 1953 KFI

As stated above, the Department of Defense will from time to time issue corrected pages to the KFI. At any time in the future that you receive amended pages to the KFI from the Bureau you should take the following steps to adjust your Security Index to the KFI.

1. If the amended pages reflect the addition of Key Facilities the place of employment of all subjects in your Security Index must be checked against those facilities to determine if any subjects are employed therein. If so, the steps outlined above regarding the submission of Form FD-122, submission of a current report, dissemination of reports and future handling of such cases shall be followed.

2. If the amended pages reflect the deletion of Key Facilities in your territory, the Security Index cards of all Key Facility subjects must be checked against those facilities to determine if any such subjects are employed therein. If so, Form FD-122 should be submitted to the Bureau deleting the Key Facility designation for such subjects. If the Detcom and/or Comsab tabbing should be deleted, such deletion should be shown on the FD-122 submitted by you.

Advice to Bureau of Completion of Project

This project must be completed in all offices by March 1, 1953. You are to advise the Bureau on or before that date under the caption "Security Index - Key Facilities; Adjustment to 1953 KFI" that all Forms FD-122 necessitated by these instructions have been submitted to the Bureau. In the future all changes, additions, or deletions in the Security Index affected by the Key Facilities Program will be handled in accordance with the above instructions.

Appropriate changes in Section 87C of the Manual of Instructions are being prepared and will be forwarded to you.

Very truly yours,

John Edgar Hoover

Director

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SAC LETTER NO. 53-12

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 20, 1953

FROM :

SUBJECT: SECURITY INDEX - *SSM*.

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 67 new cards were added to the Security Index and 31 cards were cancelled, a net increase of 36 cards.

The Security Index count as of today is 20,494.

UNRECORDED  
2-20-53

TO:

DATE: 2/20/53

FROM:

SUBJECT: MANUAL REVISION  
SECTION 87C-MANUAL OF INSTRUCTIONS

*General*  
SECURITY INDEX-KEY FACILITIES

PURPOSE:

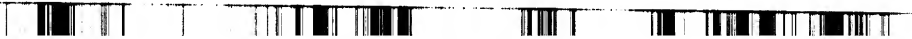
To submit proposed revisions of Section 87C of the Manual of Instructions necessitated by SAC Letter Number 53-12 (N) dated February 3, 1953.

DETAILS:

SAC Letter Number 53-12 (N) contains instructions to the field regarding changes to be made to adjust the Security Index to the 1953 Key Facilities List. Those instructions make it necessary that certain changes be made in Section 87C of the Manual of Instructions.

ACTION:

There are attached hereto the changes necessitated in Section 87C of the Manual of Instructions. If you agree these changes will be made in the Manual.



PROPOSED CHANGES IN  
SECTION 87C  
MANUAL OF INSTRUCTIONS

February 20, 1953

Page 30A (J)

- (J) Key Facility Geographical Reference Number and  
Abbreviation Denoting the Agency Assumed Security  
Responsibility for the Key Facility obtained  
from the Department of Defense Key Facilities List,  
(where applicable).

Page 31A (8) (first paragraph)

- (8) Changes, Additions, and Deletions of Data Appearing  
on Security Index Cards

Once a Security Index card has been prepared,  
any information developed which affects the  
data appearing on the Security Index card  
must be promptly submitted to the Bureau by  
Form FD-128. This includes any changes,  
additions, or deletions involving the name,  
aliases, citizenship, organizational affiliation  
or nationalistic tendencies, dangerousness  
classification, date or place of birth, Key  
Facility Geographical Reference Number and  
Agency Security Responsibility Abbreviation  
(see FD-128 (b) below) as well as residence or  
business addresses. (Changes of office of origin  
will be effected by submission of Form FD-128.)

Page 31B (9) (1) (third paragraph)

- (9) Movement of Subjects Between Offices and Transfers  
of Security Index Cases

- (A) Subjects of Security Index Cases Other Than Key  
Figures and Top Functionaries.

If the subject of a Security Index card is found  
to be employed in a Key Facility in the new office,  
that office should so advise the old office in  
the communication of verification and advise of  
the Key Facility Geographical Reference Number  
and Agency Security Responsibility Abbreviation  
as well as the identities of the interested agencies  
of the subject's place of employment. This data  
should then be included in the appropriate space  
on the Form FD-128 when the Form is submitted by  
the old office of origin.

ENC 1

Pages 33 and 33A (c) (third paragraph)

(C) Administrative Procedures for Handling the Priority Apprehension Program

In those instances when a subject is being designated for prior apprehension because of employment in a Key Facility, the form FD-122 will reflect the Key Facility Geographical Reference Number, Agency Security Responsibility abbreviation and abbreviations of the interested agencies in the space provided on the form. The supplementary statement will not be necessary in these instances due to the fact that the reason for inclusion of the subject is apparent by the presence of the Key Facility data.

Page 333 (2)

(2) Inclusion in the Security Index

If the activities of a subject combined with his strategic employment reflect that a Security Index card is warranted, recommendation for same should be made by the submission of Form FD-122. This form will contain (1) the Key Facility Geographical Reference Number, (2) the responsibility and (3) the abbreviations for the interested agencies obtained from the Department of License Key Facilities List. The interested Agencies should be identified on the FD-122 to assure proper identification of reports. It will not appear on the Security Index cards returned from the Bureau.

In those instances where an asterisk appears on the Key Facilities List behind the abbreviation for the Agency having security responsibility the form FD-122 submitted should include the abbreviation for the Agency having security responsibility to reflect that the specific Agency Commission is involved in security responsibility for the facility in which the subject is employed. This data will appear on the Security Index card 3 returned from the Bureau.

a subject of an existing Security Index card  
found to have become employed in a Key  
Facility, Form - 100 must be submitted to the  
proper office with the above-required Key Facility data  
in accordance with instructions set forth below  
concerning Key Facility cases.

The Security Index card for each Key Facility subject must be tabbed for Consab and Letcom because of his strategic employment.

3)

#### Reports

In addition to other information required in reports on individuals, the synopsis and investigative portion of each report submitted on subjects employed in Key Facilities must contain a statement reflecting that the subject is employed in a Key Facility together with a statement as to whether that subject has access to classified or restricted material. The administrative page of each report shall contain a statement identifying the Federal agency having security responsibility for the Key Facility and the identities of the interested agencies.

(third paragraph changed - paragraph 4 deleted)

#### Dissemination

The office of origin shall disseminate copies of each report to the proper local representatives of the intelligence agencies of the Army, Navy, Air Force or the Coast Guard in any instance where one or more of these agencies are reflected in the Key Facilities list as being the agencies interested in the Key Facility. In all instances the agency having security responsibility for the Key Facility shall also be furnished a copy of each report. In all instances, sufficient copies of each report shall be prepared to insure complete dissemination in the field and retention of three copies in the office of origin.

2-20-53

Conduct of reports on subjects employed in Key  
Facilities for which the Marine Corps has  
primary responsibility or in which the Marine  
Corps has an interest should be disseminated  
to the proper local representative of the

Dissemination to the Atomic Energy Commission  
(AEC), the Federal Bureau of Investigation (FBI),  
the National Security Agency (NSA), the  
Department of Defense (DOD), and the  
Department of State (DOS) will not  
be made in the field. All direct dissemination  
to these agencies will be made at the source.

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## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 26, 1953

FROM :

SUBJECT: SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

SYNOPSIS:

The field has submitted 3,769 summary reports in Non-Key Figure and Non-Key Facility Security Index cases. This is 24.9% of such cases in which summary reports are scheduled for preparation. Nine offices having comparatively few Security Index cases have completed the project. Break-down of status of project in each office attached hereto.

ACTION:

None. Submitted for your information.

The next quarterly status letters will reflect the status of the project as of April 1, 1953. You will be advised of the status of the project at that time.

DETAILS:

Each office is required to submit a quarterly status letter in connection with the project of preparing summary reports reflecting the progress made in submission of these reports. These status letters include statistics on all Security Index subjects who are not employed in Key Facilities or are not Key Figures. Summary reports on Key Facility employees were to be submitted at the time that the regularly scheduled six-month reports were due in each case. Summaries on Key Figures are being deferred until after summaries are prepared on all other Security Index subjects.

The following tabulation reflects the status of this project as of the dates indicated. The differences in the figures appearing in the left hand column are due to changes in categories of cases in the Security Index because of deletions of Key Figures or the subjects become no longer associated with Key Facilities.

	<u>Number of Summaries Scheduled in Non-Key Facility and Non-Key Figure Cases</u>	<u>Number of Summaries Submitted</u>	<u>Percentage Completed</u>
April 1, 1952	14,606	1,196	8.2%
July 1, 1952	14,643	2,071	14%
Oct. 1, 1952	15,073	3,133	20.8%
Jan. 1, 1953	15,167	3,769	24.9%

As of April 1, 1952, four offices reported the project as completed. As of July 1, 1952, six offices had completed the project and as of October 1, 1952 and January 1, 1953, nine offices reported completion. These are offices having a comparatively small number of Security Index subjects.

As you know a moratorium was declared on the project until January 1, 1953, by SAC Letter Number 85 (H) dated September 3, 1952, to permit reduction of the backlog and delinquency in security work. This moratorium was partially lifted by SAC Letter Number 106 (A) dated October 14, 1952, which instructed those offices having personnel available to the project to reinstitute it immediately. At the present time offices are proceeding with the project as personnel becomes available within each office.

Attached for your information is a breakdown of  
the status of the project in each office as of January 1, 1953.

STATUS OF

SECURITY INDEX -  
SUMMARY REPORT PROJECT

As of January 1, 1953

Security Index Cases  
than Key Facility and  
Figure Subjects

<u>Office</u>	<u>Number of Summaries Scheduled for Preparation</u>	<u>Number of Summaries Submitted as of Jan. 1, 1953</u>	<u>Percentage Completed</u>
Albany	151	23	15%
Albuquerque	34	34	100%
Anchorage	26	15	58%
Atlanta	12	7	58%
Baltimore	240	71	29%
Birmingham	10	10	100%
Boston	371	62	17%
Buffalo	191	60	31%
Butte	53	49	93%
Charlotte	57	35	61%
Chicago	856	206	24%
Cincinnati	131	43	33%
Cleveland	451	281	62%
Dallas	46	46	100%
Denver	164	91	55%
Detroit	783	78	10%
El Paso	13	13	100%
Honolulu	90	41	46%
Houston	47	21	45%
Indianapolis	102	30	29%
Kansas City	35	32	91%
Knoxville	5	5	100%
Little Rock	19	18	95%
Los Angeles	2,166	312	14%
Louisville	29	25	86%
Memphis	9	8	89%
Miami	97	69	71%
Milwaukee	266	184	69%
Minneapolis	324	91	28%
Mobile	6	6	100%
Newark	458	74	16%

ENC - 1 -

<u>Office</u>	<u>Number of Summaries Scheduled for Preparation</u>	<u>Number of Summaries Submitted as of Jan. 1, 1953</u>	<u>Number of Summaries to be Prepared</u>	<u>Percentage Completed</u>
New Haven	397	119	278	30%
New Orleans	51	41	10	80%
New York	2,945	173	2,772	6%
Norfolk	15	15	0	100%
Oklahoma City	44	44	0	100%
Omaha	37	27	10	73%
Philadelphia	715	52	663	7%
Phoenix	87	60	27	69%
Pittsburgh	186	66	120	35%
Portland	181	145	36	80%
Richmond	15	13	2	87%
Saint Louis	153	6	147	4%
Salt Lake City	40	40	0	100%
San Antonio	12	10	2	83%
San Diego	124	32	92	26%
San Francisco	1,736	412	1,324	24%
San Juan	331	235	96	71%
Savannah	4	3	1	75%
Seattle	556	83	473	15%
Springfield	84	77	7	92%
Washington Field	212	76	136	36%
<b>Total</b>	<b>15,167</b>	<b>3,769</b>	<b>11,398</b>	<b>24.9%</b>

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 27, 1953

FROM :

SUBJECT: DEPARTMENT APPROVAL OF  
(SECURITY INDEX CASES)

You will recall that by memorandum to Assistant Attorney General dated February 17, 1953, we asked the Department to furnish more complete identifying data for each Security Index case approved, the information to be submitted by separate memorandum or enclosures for each case.

On February 26, 1953, Department Attorney Bennett Willis, Jr., who is in charge of the attorneys reviewing the cases, telephonically advised me that one more list of approved names was being forwarded to the Bureau in one memorandum as in the past but that future approvals will be submitted by a cover memorandum listing each name approved to which will be attached a separate page for each case, the page to contain the complete identifying data requested. He stated that the Department agreed with the Bureau's suggestion regarding more complete identifying data and that he will have no difficulty in the future in furnishing separate sheets for each approval as they will be prepared as carbon copies of records they are maintaining on the project. The one list he is sending over under the old procedure had been prepared as the reviews were completed and the preparation of a separate memorandum for each case would require duplication of work.

ACTION:

None. This is for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: February 27, 1953

TO :

FROM :

SUBJECT: SECURITY INDEX - 3121

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 80 new cards were added to the Security Index and 17 cards were cancelled, a net increase of 63 cards.

The Security Index count as of today is 20,557.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 20, 1953

FROM :

SUBJECT: SECURITY-INDEX - KEY FACILITIES  
REVISION OF FORM FD-122PURPOSE:

To have Form FD-122 revised to include proper Key Facility data thereon in accordance with SAC Letter Number 53-12 (N) dated February 3, 1953.

BACKGROUND:

The new 1953 Key Facilities List was transmitted to the field by SAC Letter Number 53-12 (N).

This letter contained instructions regarding adjustment of the Security Index to the 1953 Key Facilities List. Changes in the Key Facilities List have necessitated a change in the data that the field is required to submit to the Bureau on Form FD-122 in cases where subjects of Security Index cards are employed in Key Facilities.

The field has been advised that Form FD-122 is being revised and that the new form will be furnished to the field when the present supply has been exhausted.

The attached revised Form FD-122 substitutes the words "Key Facility Data: GEOGRAPHICAL REFERENCE NUMBER, RESPONSIBILITY" and "INTERESTED AGENCIES" for the words "NATURE OF INDUSTRY OR BUSINESS (Specify from Vital Facility List)" which now appear on Form FD-122.

ACTION:

The attached revised Form FD-122 should be transmitted to the Training and Inspection Division to be printed when the present supply of this Form is exhausted.



## Office Memorandum • UNITED STATES GOVERNMENT

1436

TO :

DATE:

FROM :

SUBJECT:

It is recommended that a Security Index Card be prepared on the above-captioned individual.

The Security Index Card on the captioned individual should be changed as follows: (Specify change only)

NAME \_\_\_\_\_

ALIASES \_\_\_\_\_

NATIVE BORN \_\_\_\_\_ NATURALIZED \_\_\_\_\_ ALIEN \_\_\_\_\_

COMMUNIST \_\_\_\_\_ SOCIALIST WORKERS PARTY \_\_\_\_\_ INDEPENDENT SOCIALIST LEAGUE \_\_\_\_\_

MISCELLANEOUS (Specify) \_\_\_\_\_

TAB FOR DETCOM \_\_\_\_\_ TAB FOR COMSAB \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

BUSINESS ADDRESS (Show name of employing concern and address) \_\_\_\_\_

## KEY FACILITY DATA:

GEOGRAPHICAL REFERENCE NUMBER \_\_\_\_\_ RESPONSIBILITY \_\_\_\_\_

INTERESTED AGENCIES \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

ENCLOSURE /

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Los Angeles ( )  
SUBJECT: SECURITY INDEX - *Comment*

DATE: 1/20/53

There are enclosed herewith the original and three copies of  
a memorandum setting forth a procedure suggested by SA  
for the consideration of the Bureau.

# Office Memorandum • UNITED STATES GOVERNMENT

1437

DATE: January 20, 1953

TO : Director, FBI  
FROM : SAC, Los Angeles  
SUBJECT: SECURITY INDEX

The Security Index at Los Angeles now contains approximately 3,200 cards. The residence and employment reflected on these cards is re-determined semi-annually. This re-determination, plus the regular checks for new aliases, changes in DETCOM and/or COMSAB status and the like causes the submission of 300 FD-122's per month for changes on the Security Index Cards.

On receipt of the new, changed Security Index Cards from the Bureau, the photograph and description on the old Security Index Cards are transferred to the new cards. The photograph transfer is simply effected by re-stapling. Transfer, however, of a complete description, such as is contained on an FD-186, requires approximately five minutes' typing for each card. The Los Angeles office, therefore, would spend 6.25 days per month for one clerk on the transfer of such maximum descriptions. This effort could be cut fifty percent by the adoption of the following suggestion:

An unexecuted description in the style and order of an FD-186 could be printed on the 5 x 8 cards at the Bureau prior to the IBM operation on their face. The advantages would be:

1. A standard description form (comparable to the FD-186) would be on the back of each Security Index Card, insuring a description of the maximum quality. Use of the present stamp authorized for the back of the photograph does not give complete descriptive information.
2. A time-consuming typing job (the left column of the description) would be reduced to an efficient printing step. This would eliminate fifty percent of the typing done on the Security Index Card and for the Los Angeles Division would amount to a saving in clerical time of seventy-five working days annually and a saving of about \$1,000.00. Throughout the field, a saving of thirty cents per Security Index Card per year should be effected.

ENC 1

1437  
Name:  
Sex:  
Race:  
Birth date:  
Height:  
Weight:  
Build:  
Hair:  
Eyes:  
Complexion:  
Scars & Marks:

Peculiarities:

Marital Status:  
Relatives:

Nationality:  
Birth place:  
FPC:

FBI or PD No.:

SSN:

ENC 2

1437

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 6, 1953

FROM :

SUBJECT: SECURITY FLASH NOTICES

SUGGESTION:

That we reduce the amount of typing involved in preparing transcripts of records in connection with Security Flash Notices. The method presently followed was outlined in a memorandum addressed to you by the writer dated December 30, 1952, with the suggestion that the work involved be analyzed by the Domestic Intelligence Division to determine what data could be eliminated. This inquiry was acknowledged in a memorandum from Mr. Baumgardner to Mr. Belmont, dated January 12, 1953, and in accordance with the recommendation of the Domestic Intelligence Division the following suggestions are submitted.

1. That the Identification Division, in response to a request for a Security Flash Notice, no longer furnish the Field or the Domestic Intelligence Division a description or occupations, in connection with positive identifications.

2. That after the Field or Domestic Intelligence Division once have been furnished the information contained in a fingerprint jacket in which a Security Flash Notice has been posted when a current inquiry or fingerprint card is received the Field or the Domestic Intelligence Division be furnished only the information re the current inquiry or arrest and not a recapitulation of the information previously furnished at the time the Security Flash Notice was requested.

ADVANTAGES:

This will reduce typing, reading, duplicating, and assembly time, particularly in preparing the supplemental copy.

DISADVANTAGES:

Apparently none.

SAVINGS:

There will be a saving of personnel time on each case handled which will release this personnel time for handling other duties, and compensate even though to a small degree for some of the personnel shortage in the unit where these transcripts are prepared.

MD:jb

MAR 20 1953

RECORDED-107

MAR 12 1953

MAR 12 1953

MAR 12 1953

MAR 12 1953

Office Memorandum 2 • UNITED STATES GOVERNMENT

TO :

DATE: 2/17/53

FROM : EXECUTIVES CONFERENCE

SUBJECT: DESCRIPTION ON REVERSE SIDE  
OF SECURITY INDEX CARDS

Messrs. Present at the Executives Conference 2/16/53 were

The Conference unanimously recommended favorably as to the suggestion of Special Agent [redacted], Los Angeles Office, that when Security Index cards are next printed there be placed on the reverse side along the left-hand margin printed words, beside which descriptive data may be entered by the appropriate field office.

The descriptive data will include name, sex, race, birth date, height, weight, build, hair, eyes, complexion, scars and marks, peculiarities, marital status, relatives, nationality, birth place, fingerprint classification, and FBI, PD and Selective Service numbers.

There are enough Security Index cards on hand now to last a year. About 66,000 are used per year. They are printed commercially at a cost of \$3.00 per thousand, plus a flat charge of \$50 per order. The printed data on the reverse will raise the cost an additional \$50 per order and the fee will still be \$3.00 per thousand.

The savings will be approximately \$1600 per year in clerical time saved. The Los Angeles Office has estimated savings of three clerk days per month.

At the present time Security Index cards are prepared by the Statistical Section on long strips of about 1,000 each and then the strips are torn apart at the perforations and appropriate cards forwarded to the field offices where descriptive data is typed on the back of each card. The change will reduce the amount of typing necessary in the field.

The Conference unanimously approved. Attached is a letter to Special Agent

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: March 6, 1953

FROM :

SUBJECT: SECURITY INDEX -

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 113 new cards were added to the Security Index and 39 cards were cancelled, a net increase of 74 cards.

The Security Index count as of today is 20,631.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: March 4, 1953

FROM :

SUBJECT: SUGGESTED MODIFICATION OF FORM FD-154  
(Verification of Information on  
Security Index Card)

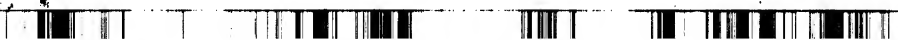
There is attached a suggested modification of Form FD-154 which is believed would add uniformity and clarity to information obtained in the verification of a subject's residence and place of employment.

Form FD-154 lists residence first and then employment, whereas the security index cards and Form FD-122 list employment first and then residence. Since information as contained on a subject's security index card is set forth on FD-154 each time a recneck is to be made as to the present residence and employment of a subject, it is suggested that FD-154 conform with the security index card by listing employment first and then residence.

Form FD-154 requires verification of a subject's present residence and employment, a notation being made as to the person making verification, the method of verification, and the date. The form which is now used does not separate the verification of residence from the verification of employment. It is believed such a separation would add clarity since, in a number of cases, the date and the method of verification as to residence is not the same as the date and the method of verification as to employment. In some cases, particularly those cases in which a subject resides in one state and is employed in another state, the Agent or person by whom verification is made is not the same.

Inspector

Adoption of this suggestion is recommended, to become effective when new forms FD-154 are printed. No change of policy is involved and the suggested modification of the form will solve a minor problem in handling verifications of information on Security Index Cards.





VERIFICATION OF INFORMATION ON SECURITY INDEX CARD

MEMORANDUM

RE:

This Office File

The following is the most recent place of employment, employment address, and residence address of the above subject as contained on the subject's security index card.

Employment:

Address:

Residence:

Remarks:

It is requested that the place of employment, address of employment, and the residence address of the subject be verified and the proper notation be made below:

Employment:

Address:

Verified By:

Method of Verification:

Date

Residence:

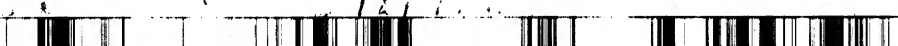
Verified By:

Method of Verification:

COPIES DESTROYED  
Date: 41 FEB 6 1963

The security index card on this subject should be revised if any changes are noted above.

Enc 1



## VERIFICATION OF INFORMATION ON SECURITY INDEX CARD

MEMORANDUM

RE:

## This Office File

The following is the most recent residence address, place of employment and employment address of the above subject as contained on the subject's security index card.

Residence:

Employment:

Address:

Remarks:

It is requested that the residence address of the subject, place of employment and address of employment be verified and the proper notation be made below:

Residence:

Employment:

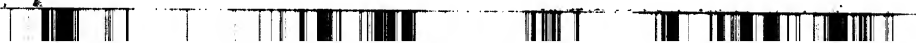
Address:

Verified by:

Method of Verification:

Date:

Enc 2  
The security index card on this subject should be revised if any changes are noted above.



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: February 20, 1953

FROM : The Executives Conference

SECURITY INDEX - GEN'LSUBJECT: TRANSCRIPTS FOR SECURITY FLASH NOTICES  
TYPING SECTION, IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs.

considered a suggestion from  
Miss [redacted] in the Identification Division.

The following procedure has been followed in the  
Identification Division in connection with the handling of  
Security Flash notices:

When a transcript of a record is prepared for  
Bureau field divisions or the Domestic Intelligence  
Division, a separate sheet is prepared giving the  
complete description of the subject, the subject's  
occupation, and other pertinent information from  
the fingerprint cards.

Miss [redacted] suggests that there would be a saving of  
typing, reading, duplication, and assembling time in the Typing  
Section if in the case of "possible" idents, the descriptive  
data not be furnished on the receipt of additional fingerprint  
cards.

Miss [redacted] further recommends that in the case of  
positive identifications, the descriptive data not be furnished  
in the first instance for the reason that in such instances  
the descriptive data is not necessary.

The Conference unanimously recommends approval of  
the suggestion, and there is attached hereto a letter to  
Miss [redacted] thanking her for her interest in making the  
suggestion. It is not possible to estimate the possible  
savings at this time.

list  
Assistant Attorney General  
Criminal Division

1442  
March 19, 1953

Director, FBI

SECURITY INDEX LIST

GEN.

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:  
Foreign Government Employees  
United Nations Employees  
Pro-Tito Yugoslavs  
U. S. Government Employees  
Atomic Energy Program Employees

RECORDED-102

MAR 24 1953

33 MAR 25 1953

SECURITY INFORMATION -

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: March 13, 1953

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

PURPOSE:

To summarize the information set out in the attached memorandum regarding the progress of the field in reducing the delinquency and backlog of security work during February 1953.

SYNOPSIS:

The February administrative reports from all offices reflect that the total pending active matters in the 65, 100 and 105 classifications decreased during the month from 24,098 to 23,935. The number of delinquent matters was reduced from 48.8% to 46.9%. Twenty-two offices reduced their total number of pending active matters and twenty-seven offices reduced their delinquency in these classifications. Letters were sent to 12 offices directing them to further reduce their backlog and delinquency in these matters.

The New York Office has approximately 30% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 48% of the number of delinquent matters in these classifications in the entire field. The average delinquency of all other offices combined was approximately 35% compared to New York's delinquency of 75%.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the March administrative reports.

Bufile ~~\_\_\_\_\_~~

RECORDED-98

Attachment

Detail  
if  
1/1/53

40adit out  
have been  
58 MAR 31 1953  
C.  
2/1/53

We should try  
to assign more  
Chen & 2.4. D. in

3:053  
23  
4/1/53

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 13, 1953

TO : 1

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

ACTION:

As a result of the February administrative reports letters have been directed to twelve offices instructing them to further reduce their backlog and delinquency in 65, 100 and 105 classifications.

We will continue to closely follow the field in this matter and will review the March administrative reports to determine the progress of the field. You will be advised of the results of this review.

Attachment  
Bufile  
LCD:mjt

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions on the first of the year and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>11-30-52</u>	<u>12-31-52</u>	<u>1-31-53</u>	<u>2-28-53</u>
65	1,314	1,095	1,067	1,105	1,137
100	32,812	25,655	25,570	24,955	24,774
105	<u>2,895</u>	<u>2,194</u>	<u>2,295</u>	<u>2,284</u>	<u>2,226</u>
Total	37,021	28,944	28,932	28,344	28,137

TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>11-30-52</u>	<u>12-31-52</u>	<u>1-31-53</u>	<u>2-28-53</u>
65	525	323	229	225	255
100	22,518	11,643	11,254	10,795	10,210
105	<u>1,719</u>	<u>831</u>	<u>784</u>	<u>752</u>	<u>768</u>
Total	24,762	12,797	12,267	11,772	11,233

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency for all offices for the past four months:

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
11-30-52	24,936	12,797	51.3%
12-31-52	24,770	12,267	49.5%
1-31-53	24,098	11,772	48.8%
2-28-53	23,935	11,233	46.9%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 78% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security Index Cards</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>2-15-53</u>	<u>1-31-53</u>	<u>2-28-53</u>	<u>1-31-53</u>	<u>2-28-53</u>
New York	3,852	7,288	7,111	76%	75%
Los Angeles	3,337	1,753	1,787	36%	32%
San Francisco	1,988	1,666	1,423	47%	39%
Detroit	1,305	1,058	1,055	65%	55%
Chicago	1,137	1,474	1,473	49%	50%
Philadelphia	925	1,056	1,022	41%	39%
Seattle	648	293	298	27%	24%
Cleveland	646	565	544	32%	23%
Newark	644	1,074	1,088	48%	45%
Boston	499	679	687	34%	40%
Minneapolis	489	759	971	43%	46%
New Haven	487	353	373	33%	35%



The over-all statistics for the eleven offices other than the New York Office since March 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%

During February, six of the twelve offices reduced the total number of pending active matters in the three classifications and eight reduced the delinquency in the total matters in those classifications.

In regard to the New York Office you will note it has a high percentage of the pending active matters and delinquency in the twelve offices listed. During February the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 177 matters and those delinquent by 162. New York's delinquency in the three classifications is approximately 75%.

#### Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on February 28, 1953, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during February 1953. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	1-31-53	2-28-53	1-31-53	2-28-53
New Orleans	139	139	34%	39%
Mobile	60	58	33%	38%
San Juan	222	198	23%	36%
Savannah	36	39	17%	36%
Miami	169	163	30%	34%
Milwaukee	262	279	38%	33%
Indianapolis	268	268	44%	31%
Little Rock	16	16	25%	31%
Saint Louis	394	358	37%	31%
Denver	180	175	33%	30%
Salt Lake City	60	66	33%	30%
Oklahoma City	80	82	19%	28%
San Antonio	80	86	21%	28%
Albuquerque	65	69	31%	26%
Phoenix	96	94	28%	26%
Buffalo	275	280	24%	25%
Pittsburgh	369	361	22%	25%
Albany	259	250	24%	24%
Norfolk	45	41	24%	24%
Washington Field	878	881	23%	24%
Charlotte	71	63	38%	22%
Honolulu	86	110	16%	22%
Houston	81	67	46%	22%
Kansas City	143	143	11%	21%
Richmond	47	78	30%	21%
Baltimore	431	503	21%	20%
Butte	58	69	26%	20%
Cincinnati	325	314	20%	20%
Dallas	82	59	21%	20%
Omaha	96	98	17%	20%
Anchorage	29	26	10%	19%
Louisville	68	72	31%	19%
San Diego	237	193	19%	19%
Memphis	30	34	0%	15%
Portland	80	93	21%	14%
El Paso	30	35	10%	11%
Atlanta	54	65	19%	9%
Springfield	104	112	6%	5%
Birmingham	51	41	16%	3%
Knoxville	24	25	8%	0%
Total	6,080	6,103		

During February, sixteen offices were able to reduce their pending active work load and nineteen offices reduced their delinquency. The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
3-31-52	9,421	5,011	53.2%
4-30-52	9,128	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%

OBSERVATIONS:

1. During February 1953, the field reduced the total pending active matters in classifications 65, 100 and 105 by 163, from 24,098 to 23,935.
2. During February 1953, the total number of delinquent matters in the 65, 100 and 105 classifications was decreased by 489, from 11,772 to 11,233. The percentage of delinquency in these classifications decreased slightly from 48.8% to 46.9%.

- 1443
3. The New York Office has approximately 30% of the pending active matters in the 65, 100 and 105 classifications in the entire field. Of the 11,233 delinquent matters in these classifications in the entire field, 5,360 or approximately 48% are in the New York Office. The average delinquency for all offices other than New York is approximately 35% while New York's delinquency is 75%.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 20, 1953

TO :

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

Index.

To advise you of the total cards in the Security

DETAILS:

During the past week 127 new cards were added to the Security Index and 41 cards were cancelled, a net increase of 86 cards.

The Security Index count as of today is 20,787.

1445

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 3/19/53

FROM :

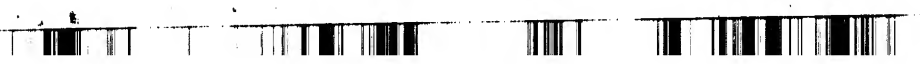
SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section Records as of March 15, 1953.

Attachments

/



1445

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comsab
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
AEP	Atomic Energy Program employees
BUL	Bulgarian
COM	Communist Party, USA
CZE	Czechoslovakian
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
HUN	Hungarian
ILL	Independent Labor League
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
PRO	Prominent Person
RUM	Rumanian
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
ULP	United Labor Party
UNE	United Nations employees
YUG	Yugoslavian

57771

1  
2  
4



## Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 13, 1953

TO : THE DIRECTOR

FROM :

SUBJECT: SECURITY INDEX - GEN.

PURPOSE:

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on February 13, 1953.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
Feb. 14-20	67	31	36
Feb. 21-27	80	17	63
Feb. 28-March 6	113	39	74
Mar. 7 - Mar. 13	87	17	70
Total	347	104	243

For your information, during the preceding four-week period 372 cards were added and 109 cards were cancelled, a net increase of 263 cards.

The Security Index count as of today is 20,701. //

To date the Department has specifically approved  
// in writing the listing of 699 names in the Security Index. //

2 Set me know of  
any disapprovals  
S

UNITED STATES DEPARTMENT OF :  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date March 26, 1953

To: DIRECTOR, FBI

From: \_\_\_\_\_

Field Office or Division SAN FRANCISCO

SUGGESTION:

Prepare printed Bureau form of Administrative Pages showing five columns: IDENTITY OF SOURCE, NATURE OF ACTIVITY AND/OR DESCRIPTION OF INFORMATION, DATE RECEIVED, AGENT TO WHOM FURNISHED, FILE NO. WHERE LOCATED. If prepared on white tissue and mimeograph paper, they could be used for typed or stenciled reports.

Its advantages are:

Would save much stenographic time, especially on Summary Reports of 100-cases where sometimes 15 pages of documentation are necessary. The Administrative pages would be neater and more uniform. Typing up the five headings takes approximately three minutes. If a Stenographer typed 15 Administrative Pages a day, saving three minutes on each page, 45 saved minutes would be time enough to type three more pages on her report.

It should save at least \$\_\_\_\_\_ annually.

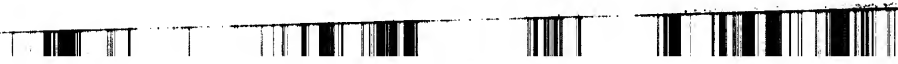
The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

\_\_\_\_\_  
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

This would be quite helpful, particularly in larger offices with a high security volume.

Summary Index - 604



1449

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : 1

DATE: April 3, 1953

FROM :

SUBJECT: SECURITY INDEX

During the past week 70 new cards were added to the Security Index and 21 cards were cancelled, a net increase of 49 cards.

The Security Index count as of today is 20,839.

ACTION:

This is for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 10, 1953

FROM :

SUBJECT: SECURITY INDEX

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

The following is a report on the increase in the Security Index since the last count was furnished to you on March 13, 1953.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
March 14-20	127	41	86
March 21-27	32	29	3
March 28 - April 3	70	21	49
April 4-10	59	35	24
Total	288	126	162

For your information, during the preceding four-week period 347 cards were added and 104 cards were cancelled, a net increase of 243 cards.

The Security Index count as of today is 20,863.

To date the Department has specifically approved in writing the listing of 1,020 names in the Security Index. To date they have not disapproved the listing of any name.

ACTION:

This is for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: April 17, 1953

TO :

FROM :

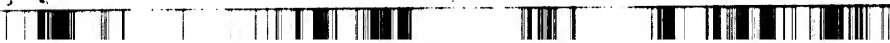
SUBJECT: SECURITY INDEX

During the past week 121 new cards were added to the Security Index and 18 cards were cancelled, a net increase of 103 cards.

The Security Index count as of today is 20,966.

ACTION:

This is for your information.



4-22-53

SAC, Albany

April 22, 1953

Director, FBI

O SECURITY INDEX - *Encl.*

There is attached hereto for each office an alphabetical list of Security Index subjects prepared from the Bureau's Security Index as of April 15, 1953. Each subject is identified by name, race, sex and date of birth. The subjects carried in the various subdivisions of the Special Section are listed on separate pages under the appropriate headings. It is requested that this list be used to reconcile the Security Index in your office with the Index at the Seat of Government by checking the names on the list against your Security Index cards.

In checking this list against your Security Index the following items should be considered and handled

as follows:

1. If the name of a subject on the attached list is not included in your Security Index, you should check that subject's case file to determine his correct Security Index status. An appropriate notation should be placed adjacent to the subject's name on the enclosed list reflecting the correct Security Index status for the subject. If his name should be deleted from the Bureau's Security Index the notation should refer to the previous communication from your office which recommended cancellation. If you do not have a Security Index card for the subject and a card should be in your Index, the notation should request the Bureau to forward cards to your office.
2. If this check discloses the names of subjects in your Security Index which do not appear on the attached list, the names of such subjects and the Bureau file number (where known) should be set forth on a separate sheet of paper with the date that the subject was recommended for inclusion in the Security Index. Instances of this nature will occur in those cases where subjects have recently been recommended for inclusion in the Index and were not included therein at the time of printing of the attached list but cards have subsequently been prepared at the Bureau. Instances of this nature may also occur in those cases where cancellation of a Security Index card has recently been recommended by you and you have not yet received Bureau authorization to cancel.
3. In checking the Special Section of your Security Index against the attached list you should be certain that the subjects are in the same subdivisions as those indicated on the attached list. Appropriate notations should be placed on the attached list if there are any discrepancies between your Special Section and the list.
4. To avoid an increasing number of discrepancies between the attached list and your Security Index due to current changes being made in the Security Index, this check must be instituted immediately and completed within 10 days of the receipt of this memorandum by each office. Upon completion, the attached list and appropriate notations should be returned to the Bureau by cover memorandum under instant caption.

UNRECORDED  
4-23-53

April 23, 1953

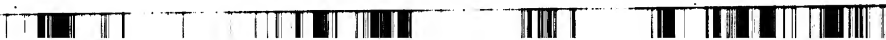
*Jr*  
SUGGESTION #173-53  
SECURITY INDEX-(S-61214)  
PREPARATION OF REPORTS

SYNOPSIS:

This Suggestion proposes that the Bureau prepare a printed form to be issued to the field which will constitute administrative pages containing the headings for the items of documentation which are to be placed thereunder at the time security reports on individuals are typed. The Security Section recognizes that this will save considerable stenographic time and recommends that this Suggestion be adopted. Attached is sample form to be used if adopted.

ACTION:

This memorandum should be returned to





## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 15, 1953

FROM :

SUBJECT: SECURITY INDEX  
REQUEST FOR RUBBER STAMPS

Approvals of Security Index cases by the Department are now received in a memorandum to which are attached separate sheets of paper for each case approved. After processing the individual sheets are placed in the respective case file for the subject. Each sheet merely identifies a subject, the approval appears in the memorandum.

In order to identify each enclosure and to key it to the incoming memorandum from the Department it is recommended that a rubber stamp be used to expedite the handling of these matters. It is requested that two rubber stamps be made up and furnished to . The stamps to contain the information set forth below using approximately the same letter size as appears therein:

## BUREAU ADDENDUM:

Enclosure to memorandum dated \_\_\_\_\_, from the AAG in Charge of the Criminal Division approving the name of captioned individual for inclusion in the Security Index. Approval appears in \_\_\_\_\_.

Because of the confidential nature of the entire Security Index Program it is recommended that the stamps not be made by a commercial concern outside of the Bureau but be prepared by the Laboratory Division.

ACTION:

If you approve, this memorandum should be routed to the Laboratory Division in order that two stamps as described above can be prepared.

DETAILS:

The attached Suggestion has been referred to us by \_\_\_\_\_ for our views. Under current instructions when the field prepares security reports in which it is necessary to document the information contained therein such data is set forth on administrative pages in columnar form under the headings: Identity of Source, Date of Activity, and/or Description of Information, Date Received and Agent to Whom Furnished.

The Suggestion proposes that administrative pages be prepared as a Bureau form on Mimeograph and thin-white paper to save repetitious typing of these headings each time an administrative page is prepared for a report.

The Security Section views this Suggestion favorably. It is recognized that if adopted and made available to the field upon requisition as a standard FD form considerable field stenographic time will be saved. I therefore recommend that this form be adopted. If adopted it should be set up in the manner exhibited in the attached sample.

## ADMINISTRATIVE PAGE -

<u>Identity of Source</u>	<u>Date of Activity and/or Description of Information</u>	<u>Date Received</u>	<u>Agent to Whom Furnished</u>	<u>File Number Where Located</u>
-------------------------------	---	--------------------------	--	--

1456

Assistant Attorney General [REDACTED]  
Criminal Division

April 21, 1953

Director, FBI

# SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office discovering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

*Espionage Section of the Special Section  
not included.*

The five designated groups are:

Foreign Government Employees  
United Nations Employees  
Pro-Tito Yugoslavs  
U. S. Government Employees  
Atomic Energy Program Employees

RECORDED - 118

APR 28 1958

MAY 5 1959

SECURITY INFORMATION - [REDACTED]

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: May 1, 1953

FROM :

SUBJECT: SECURITY INDEX

During the past week 122 new cards were added to the Security Index and 20 cards were cancelled, a net increase of 102 cards.

The Security Index count as of today is 21,109.

ACTION:

This is for your information.

NP List

SAC, San Antonio

April 29, 1953

Director, FBI (

SECURITY INDEX - General

ReBulet to Albany dated April 22, 1953, with copies to your offices enclosing a list of Security Index subjects and San Antonio letter to the Bureau dated April 25, 1953. The list enclosed for the San Antonio Office identified as the Security Index list for that office actually consisted of the Security Index subjects for Savannah. The list enclosed for Savannah was identified as being the list of Security Index subjects for that office but was actually a list of the subjects of the San Antonio Office.

Enclosed for San Antonio and Savannah are corrected lists of the Security Index subjects for the respective offices. The lists should be checked with your Security Index in accordance with the instructions in referenced Bulet.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: April 24, 1953

FROM :

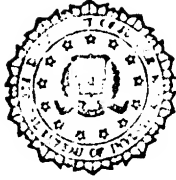
SUBJECT: *2* SECURITY INDEX

During the past week 82 new cards were added to the Security Index and 41 cards were cancelled, a net increase of 41 cards.

The Security Index count as of today is 21,007.

ACTION:

This is for your information.



In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
STRICTLY CONFIDENTIAL  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
SAC LETTER NO. 53-30

May 1, 1953

WASHINGTON 25, D. C.

RE: SECURITY INDEX - UNAVAILABLE SECTION

Missing Subjects

There are included in the Security Index several subjects whose whereabouts is unknown. These subjects have ostensibly divested themselves of any contact with their previously known associates and places of residence and employment either to engage in underground subversive activity or deliberately to avoid detection by representatives of the Federal Government. The Security Index cards of such missing subjects are now maintained either in the Geographical or Special Sections of your Security Index. Henceforth, the cards of such subjects will be placed in the Unavailable Section of your Security Index in accordance with the instructions set forth below.

Security Index Subjects Who Are Out Of The Country

Heretofore, we have cancelled Security Index cards of subjects who are citizens of the United States when it has been learned that they have departed from the United States for an extended period of time. So long as such individuals retain their United States citizenship they can be expected to return to this country at some time in the future. In fact, in the event of world-wide hostilities resulting in an actual state of war involving the United States, such

ORIGINAL COPY FILED IN





citizens of the United States would probably be required to return to this country. Under such conditions those subjects returning to this country who were included in the Security Index at the time of their departure from the United States would, in many instances, constitute a threat to the internal security at the time of their arrival. In view of this the Security Index cards of United States citizens will henceforth not be cancelled upon their departure from the United States regardless of the intended length of their stay abroad.

Henceforth, no Security Index card will be cancelled by reason of the subject's having departed from this country unless that subject is an alien who has permanently departed either voluntarily or as a result of deportation proceedings. In such instances the Security Index cards will be cancelled only after the subject's departure has been verified as being permanent. If a United States citizen who is included in the Security Index and has been out of the country is found to have renounced his citizenship and taken citizenship of a foreign country his Security Index card may be cancelled only after it has been determined that he does not intend to return to the United States.

At the present time there are included in the Security Index numerous subjects who are outside the United States. Their cards are maintained in either the Geographical or Special Sections of the Security Index. Henceforth, their Security Index cards will be maintained in the Unavailable Section in accordance with the instructions set forth below.

#### Security Index Subjects Who Are Imprisoned

Heretofore, when a Security Index subject has been imprisoned for a relatively short period of time his Security Index card has been retained. If the period of confinement was for an extensive period of time you have been authorized to destroy the Security Index card without prior Bureau authority. In either case you have been required to advise the Bureau by memorandum of the details concerning the imprisonment of the subject and that arrangements have been made to be notified of the subject's release. Upon receipt of information reflecting the release of a subject who was included in the Security Index at the time of his confinement, you have been required to advise the Bureau immediately by memorandum of the release

5/1/53

SAC LETTER NO. 53-30

and of your recommendation as to whether the subject should be continued in the Security Index or a new Security Index card should be prepared for the subject.

Henceforth, no Security Index card will be cancelled by reason of a subject's having been imprisoned regardless of the length of time he will be incarcerated. Security Index cards of such subjects will be maintained in the Unavailable Section in accordance with the instructions set forth below.

Unavailable Section of the Security Index

Subjects who are missing, who are out of the country or are imprisoned at the time of an emergency would be unavailable for apprehension. In order that such subjects may be readily identified and no time will be wasted in handling their cases in the event of an emergency, each office is to set up and maintain an Unavailable Section in its Security Index in accordance with the following instructions.

1. The Unavailable Section will be maintained separate from but in conjunction with the Geographical and Special Sections of the Security Index behind a tab marked "Unavailable Section." This Section will be broken down into three subsections headed by tabs and marked, "Missing," "Out of the Country," and "Imprisoned." The Security Index cards of subjects falling in any one of these categories will be filed alphabetically by the name of each subject behind the card designating the category of such subjects.

2. All Security Index cards now in the Geographical and Special Sections of your Security Index must be checked to determine the identities of subjects whose whereabouts is unknown, who are out of the country or who are imprisoned. Form FD-122 will be submitted on each subject. Each such Form FD-122 will have the words "Unavailable Section" typed in the upper right portion thereof.

If the subject is missing the word "Missing" will be typed in the space provided on the Form FD-122 behind the line marked "MISCELLANEOUS (Specify)." A cover memorandum will be submitted with each Form FD-122

4. Upon receipt of the Forms FD-122 at the Bureau new Security Index cards will be prepared. Two cards for each subject will be sent to your office. Each card of a missing subject will bear the code letters "MI" in the upper right-hand corner. Each card of a subject who is out of the country will bear the code letters "OC" in the upper right-hand corner. Each card of a subject who is imprisoned will bear the code letters "PR" in the upper right-hand corner.

5. Upon receipt of the two cards in the field they must be checked for accuracy and the necessary data, field office file number, description and photograph (if available) will be placed on one of the cards. This card will then be filed in the Unavailable Section alphabetically behind the "Missing," "Out of the Country," or "Imprisoned" subdivisions. The other card will be filed in the Alphabetical Section of the Security Index. The old Geographical or Special Section card and the old Alphabetical card will be destroyed.

6. It is not desired that Security Index subjects be included in the Unavailable Section as missing immediately upon determination that they are no longer located at their previously known places of residence or employment. It will be necessary for Agents to whom such cases are assigned to first ascertain any logical leads as to the subject's whereabouts and, if such leads are determined, to conduct the necessary investigation to locate the subjects. If it becomes obvious that the subject can actually be classified as a missing subject by reason of information developed indicating that he has deliberately absented himself from his previous environment and contacts to avoid detection by us, has gone into hiding, or is working clandestinely in an underground capacity, that subject should then be included in the Unavailable Section of the Security Index as a missing subject. At the time the Form FD-122 is submitted to the Bureau placing the subject in the Unavailable Section a cover memorandum must be submitted advising of the investigative steps already taken to locate him.

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SAC LETTER NO. 53-30

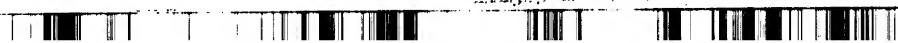
You have previously been instructed that the cases of missing Security Index subjects are to be retained in a pending status and are to be given preferential and continuous investigative attention. Every conceivable means must be utilized to locate such subjects in the least possible time. Investigations of missing subjects must be handled as thoroughly and promptly as any fugitive investigation. Close supervision of such cases must be maintained in the field at all times.

Henceforth, the Bureau must be advised each 45 days of the investigative steps which have been taken during the period to locate a subject who is designated as missing. It is not desired that investigative reports be submitted which merely set forth negative results of investigation conducted to locate a subject. Such data should be properly included in memoranda to the Bureau. The Bureau will closely follow your investigative action to locate missing Security Index subjects.

7. The case of any Security Index subject who is out of the country must be followed at least each six months for verification of the subject's address, the same as any other Security Index case, to determine if the subject has returned to this country.

8. When a Security Index subject is imprisoned it will be necessary to make arrangements with the confining institution to be informed of the subject's release in accordance with past instructions. An administrative tickler should be set up for a date shortly prior to the expected date of the subject's release to assure that you are informed of the subject's release. Upon receipt of advice of the release of the subject you should ascertain whether the subject should be continued in the Security Index. If so, Form FD-122 should be submitted per instructions set forth below.

2. In the future, if a subject who has been



submitted on a missing subject advising in detail of the steps that have been taken by your office to locate the subject. Thereafter, the case will be handled in accordance with instructions set forth under 6 below. It is not desired that a subject be listed as missing when the only action taken to locate him has been merely a determination that he is no longer located at his previously known residence or place of employment.

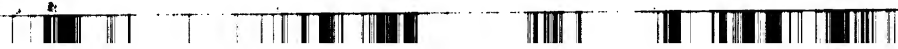
If the subject is out of the country the words "Out of the Country" will be typed in the space provided on the Form FD-122 behind the line marked "Miscellaneous (Specify)." If the foreign address is known this should be placed on the FD-122 in the space provided for the residence address. If the subject is only known to be in a certain foreign country and his residence there is not known or is only known to be traveling abroad this information should be very briefly included on the FD-122. If the subject's current employment abroad is known this should be included on the FD-122.

If the subject is in prison the word "Imprisoned" will be typed in the space provided on the Form FD-122 behind the line marked "MISCELLANEOUS (Specify)." The identity of the institution in which the subject is incarcerated will be typed in the space provided for the residence address. The space for the business address will be left blank.

It is not desired that places of former residence or former employment be included on Security Index cards of subjects who are missing, who are out of the country or who are imprisoned inasmuch as such data serves no useful purpose on the card.

3. The action required under 1 and 2 above must be instituted immediately and completed as soon as possible. You are to advise the Bureau under the caption "Security Index - Unavailable Section" when you have completed the submission of Forms FD-122 on all of your Security Index subjects who should be included in the Unavailable Section at this time.

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SAC LETTER NO. 53-30



missing is located in your office territory or a subject who has been out of the country has returned to your territory or an imprisoned subject has been released, Form FD-122 must be submitted reflecting the subject's current residence and place of employment. The words "Remove From Unavailable Section" should be typed in the space provided behind the words "MISCELLANEOUS (Specify)" which are on the Form FD-122. If the subject's card is to be placed in the Special Section the statement "Place in Special Section - Espionage (or Foreign Government Employee, etc.)" should be added in this space. When the new cards are received from the Bureau they should be checked for accuracy and the file number, description and photograph (if available) should be placed on one of the two cards. This card should then be filed in the Geographical or Special Section (where applicable) and the other card should then be filed in the Alphabetical Section of your Security Index. The old cards in the Unavailable and Alphabetical Sections should be destroyed.

10. In the future, if a subject who has been included in the Unavailable Section is located in another division, Form FD-128 should be submitted to the Bureau and the new office of origin with the pertinent data placed thereon including his current residence and business addresses. The notation "Remove From Unavailable Section" should be typed in the space to the right of the addresses. New Security Index cards will then be submitted to the new office of origin.

11. In the future, when a subject who is included in the Geographical or Special Sections of the Security Index is determined to be missing, out of the country or imprisoned, Form FD-122 will be submitted in accordance with instructions set forth under 2 above and the Security Index cards will thereafter be handled as set forth under 3 through 8 above.

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SAC LETTER NO. 53-30

Recommendation of Subjects for the Security Index Who Are Missing  
or Are Out of the Country

Missing Subjects

It may sometimes be found that a subject of a pending security investigation who has not as yet been included in the Security Index has disappeared and efforts to locate him have met with negative results. That subject may have been found to be potentially dangerous even though his current whereabouts is not known and he is suitable for inclusion in the Security Index at that time. In such an instance the only factor which would preclude him from inclusion in the Security Index is that his location is not known. In the past such subjects have not been recommended for the Security Index until they have been located.

Henceforth, such a subject should be recommended for inclusion in the Unavailable Section of the Security Index at the time it is found that he fits the standards for inclusion regardless of the fact that his location is not known. At that time Form FD-122 should be submitted to the Bureau with the word "Missing" appearing in the appropriate space. The Bureau should be advised at that time of the action taken to locate the subject. Security Index cards will be prepared and returned for appropriate filing in the Unavailable Section.

These instructions are issued to provide for appropriate early inclusion of persons in the Security Index who are dangerous to the internal Security and who may be acting in an underground capacity but whose whereabouts is not known. The fact that such persons have been included in the Security Index must not be interpreted as license for casual handling of their cases thereafter. Such cases must be given continuous vigorous attention until the subject is located in accordance with previous instructions.

Of course, the determination as to whether a subject is actually missing must be judged by the extent and results of previous investigations to

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SAC LETTER NO. 53-30

determine his whereabouts. If location of a subject merely involves the pursuit of leads already developed and there is a definite indication of the subject's location, recommendation for inclusion in the Security Index may be withheld until his location is verified.

If you have any pending cases in your office in which the subjects should be recommended for inclusion in the Security Index and the only factor precluding inclusion at this time is the fact that they are missing, you should recommend their inclusion in the Unavailable Section of your Security Index upon receipt of these instructions.

Subjects Departing From The United States

In some instances a security investigation of a subject not yet included in the Security Index may be in progress at the time that it is found that the subject has recently departed for a foreign country. If the evidence developed at that time warrants the inclusion of the subject in the Security Index were it not for the fact that he is outside the United States, Form FD-122 should be submitted recommending his inclusion in the Unavailable Section of the Security Index. The words "Out of the Country" should be typed in the space provided in the FD-122 and if his foreign address and employment is known it should be included in the FD-122. After all initial investigation is completed the subject's case will be handled the same as those of other subjects of a similar status who are included in the Unavailable Section as out of the country.

Of course, if the subject is an alien who has been deported or has otherwise permanently departed from the United States he should not be included in the Security Index in keeping with instructions set forth above.

These instructions regarding individuals who are out of the country apply to subjects of security investigations in the San Juan, Honolulu and



5-1-53

Anchorage Offices as well as to the continental offices  
of the Bureau.

Changes in Section 87C of the Manual of Instructions  
necessitated by the above instructions are being prepared and will  
be forwarded to you in the near future.

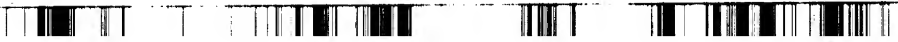
Very truly yours,

John Edgar Hoover

Director

5/1/53  
SAC LETTER NO. 53-30

- 10 -



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 4, 1953

FROM : SAC, St. Louis

REGISTERED MAIL

SUBJECT: SECURITY INDEX

Rebulet to Albany and other offices April 22, 1953.

The alphabetical list of Security Index subjects enclosed with referenced letter was checked against the Security Index cards of the St. Louis Office with the result that no discrepancies were found except as follows:

OK  
per  
No card was found for [redacted] (page one of list), inasmuch as the office of origin was changed to Springfield by FD-128 dated April 8, 1953, Bufile [redacted] Springfield file [redacted], St. Louis file [redacted], inasmuch as subject presently resides at [redacted] Washington Park, East St. Louis, Illinois.

Appropriate notation has been made on said list; which is being returned herewith.

(Encl. 1)

RECORDED - 7

MAY 5 1953

63 MAY 21 1953

1460  
changed  
to  
42-37

42-37

1462  
changed to  
6-37

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: May 8, 1953

FROM : SAC, BUFFALO (

CONFIDENTIAL

SUBJECT: SECURITY INVESTIGATIONS  
PENDING ACTIVE INVESTIGATIONS CONSIDERING  
SUBJECTS FOR THE SECURITY INDEX

Re Bulet to Albany, dated February 5, 1953.

A review of pending security cases in the Buffalo office has been made. There are at present forty-five cases in which investigation remains to be conducted prior to determining whether the subject should or should not be recommended for the Security Index.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

AIR MAIL

DATE: 5/7/53

FROM: SAC, Phoenix

SUBJECT: SECURITY INVESTIGATIONS  
PENDING ACTIVE INVESTIGATIONS CONSIDERING  
SUBJ CTS FOR THE SECURITY INDEX

Re: Bureau letter to Albany, 2/5/53.

7-2  
A review of the pending files in the Phoenix Office has been made and it has been determined there are presently 34 pending security cases in the Phoenix Office in which investigation must be completed in order to determine whether the subject of each case should or should not be recommended for the Security Index.

These cases will be followed closely and analyzed and every effort will be made to bring them to a logical conclusion in each instance.

1464  
changed to  
1-41

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI (

DATE: 5/11/53

FROM : SAC, Albany (

CONFIDENTIAL

SUBJECT: SECURITY INVESTIGATIONS  
PENDING ACTIVE INVESTIGATIONS CONSIDERING  
SUBJECTS FOR THE SECURITY INDEX

ReBulet to Albany, 2/5/53.

The Albany Division has 19 cases at the present time in which investigations remain to be conducted prior to bringing the case to a status where a final determination can be made whether the subjects' names should be recommended for the Security Index.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 4/23/53

FROM :

SUBJECT: ~~SECURITY INDEX CARD STATISTICS~~  
0

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section Records as of April 15, 1953.

Attachments

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comsab
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
AEP	Atomic Energy Program employees
BUL	Bulgarian
COM	Communist Party, USA
CZE	Czechoslovakian
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
HUN	Hungarian
ILL	Independent Labor League
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
PRO	Prominent Person
RUM	Rumanian
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
ULP	United Labor Party
UNE	United Nations employees
YUG	Yugoslavian

- 1465

ENCLOSURE 1

SECURITY INDEX DATE STATISTICS - 10-1-1 OFFICE  
BASED ON STATISTICAL SECTION REPORTS AS OF APRIL 15, 1953

[illegible]



1466  
changed  
to  
56-29

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Norfolk ( )  
SUBJECT: SECURITY INDEX - UNAVAILABLE SECTION

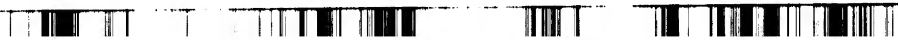
DATE: 5/12/53

CONFIDENTIAL

Re SAC Let #53-30.

The Norfolk Office has set up an unavailable section within the Security Index card file in accordance with re SAC let.

Norfolk does not have any SI cards maintained in the Special Section. A review of the Geographical Section reflects that none of the SI subjects of the Norfolk Office should be included in the Unavailable Section at this time.



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 21, 1953

FROM :

SUBJECT: SECURITY INDEX - UNAVAILABLE SECTION

SYNOPSIS:

This memorandum proposes that an Unavailable Section be set up in the Security Index for subjects who are missing, are out of the country or are imprisoned. This section will be broken down into three categories; namely, "Missing," "Out of the Country," and "Imprisoned." The Security Index cards of subjects coming within these categories will be filed in their respective categories. If approved, provision has been made with the Statistical Section to code the Security Index cards of such subjects in order that they may be readily identified through use of the International Business Machine. The Alphabetical Section of the Security Index maintained in the Internal Security Section at the Bureau will not be broken down and will continue to contain the cards of all Security Index subjects in alphabetical order.

In order that we will have an established procedure for maintaining control of cases of subjects who are potentially dangerous to the internal security irrespective of their present whereabouts, it is recommended: (1) that we require the field to advise the Bureau of the action taken to locate missing Security Index subjects at the time their cards are placed in the Unavailable Section and each 45 days thereafter; (2) that we not cancel the Security Index cards of subjects who depart from the country for an extended period of time and who are expected to return; (3) that we not cancel the Security Index cards of subjects who are imprisoned for an extended period of time, and (4) that we include in the Security Index those persons who are missing or are out of the country at the time they are found to fit the standards for the Security Index rather than withhold their inclusion until they are located or return to this country and that the cards for all such subjects be included in the Unavailable Section recommended above.

ACTION:

If you agree, there is attached hereto a proposed SAC Letter containing detailed instructions with regard to setting up the Unavailable Section in accordance with the proposals set forth herein.

Appropriate manual changes will be prepared upon approval of the instructions set forth in the attached proposed SAC Letter.

GK.  
H.

DETAILS:ESTABLISHMENT OF UNAVAILABLE SECTIONMissing Security Index Subjects

At the present time the Security Index cards of all subjects are retained in either the Geographical or Special Sections of the Security Index. The cards of those subjects which are retained in the Geographical Section are arranged geographically in accordance with the subjects' places of residence. At the present time we have Security Index cards of subjects both in the Geographical and Special Sections whose whereabouts is unknown.

The San Francisco Office has suggested that Security Index cards for subjects whose whereabouts is unknown be placed in an "Unavailable Section." The reasons given by San Francisco for this procedure are (1) Security Index cards for all subjects whose whereabouts is unknown will be in one place and will assist in the investigation of the Communist Underground; (2) periodic checks can be made in each office to assure that the cases of such subjects are not closed and are being properly followed and (3) maintenance of all of the cards of such subjects geographically according to their last known residence (which is our present procedure) when their actual present residence is unknown is of no value in an emergency.

In elaboration of (3) above, it is observed that Security Index subjects who may be missing at the time action is taken to apprehend persons included in the Security Index would be unavailable for apprehension. It is planned that the Geographical Section cards will be pulled at the time of an emergency and assigned to Agents for apprehension of the respective subjects. If the subjects are missing such assignment to Agents would be a waste of time. It is advisable to maintain the cards of missing subjects in a separate section to avoid this unnecessary assignment for apprehension.

In addition, under our present procedure we have no means of determining in the field or at the Bureau the identities of the Security Index subjects who are missing other than to check each Security Index card

individually. If adopted, the Unavailable Section would provide an expeditious means of determining this information. Under current instructions when a Security Index subject is missing his case is given continuous investigative attention until he is located. By segregating the cards of missing subjects the administrative procedure for identifying such subjects would be simplified.

Current instructions require the field to retain the cases of missing Security Index subjects in a pending status and to give them active, continuous investigative attention. Inasmuch as missing subjects must be located as soon as possible, it is imperative that their cases be closely supervised. To facilitate this supervision the attached proposed SAC Letter instructs the field to submit a cover memorandum to the Bureau at the time that the Form FD-122 is submitted placing a missing subject in the Unavailable Section, advising of the steps taken to locate him. The field is also being required to advise the Bureau each 45 days of the investigation conducted during each period to locate such subjects.

Security Index Subjects Who Are Out Of The Country

It should also be noted that numerous subjects are now included in the Security Index who are temporarily out of the country. Their Security Index cards are not cancelled upon learning of their departure from this country because they are expected to return in a relatively short time. Each six months the field checks to determine if they have returned. If any such subjects happen to be outside the United States at the time of an emergency they, as well as missing subjects, would be unavailable for apprehension thus, as with missing subjects, retention of their cards in the Geographical Section serves no useful purpose in the event it becomes necessary to apprehend persons included in the Security Index. As with missing subjects we have no means of determining from the Security Index in the field or at the Bureau which subjects are outside the United States without checking each Security Index card individually.

In the past we have cancelled the cards of Security Index subjects who have left the country for an extended period of time irrespective of their citizenship status. This procedure is believed undesirable because unless the subject is an alien who has permanently departed

from this country, either voluntarily or by reason of deportation, he can reasonably be expected to return to the United States at the time we become engaged in open warfare with another major power. At that time such persons as were suitable for the Security Index at the time they departed from this country would certainly be potential security threats upon their return and would warrant active investigative attention if not actually being apprehended at that time. It is my opinion that such subjects should be retained in the Security Index at the time they depart from the United States and their whereabouts verified each six months to be certain that we are aware of their return to this country. Of course, in those instances where we have a definite indication that a subject will not return to this country retention in the Security Index is not warranted.

#### Imprisoned Security Index Subjects

At the present time when a Security Index subject is imprisoned for an extensive period of time the card is cancelled and a stop is to be placed by the field with the confining institution to be notified of his release.

It is proposed that we no longer cancel the cards of imprisoned subjects and that the field be instructed that at the time it is learned that subjects are incarcerated, Forms FD-122 be submitted placing their cards in the Unavailable Section. This procedure will assure the inclusion of all such subjects in the Security Index on a continuing basis and will afford a guide to potentially dangerous subversives who, although temporarily unavailable for apprehension, will at some future date again be available for apprehension. It is further proposed that in addition to placing stops against the subjects we instruct the field to set up an administrative tickler for a date shortly prior to the expected date of release of an imprisoned subject to further assure that we are aware of his release.

#### RECOMMENDING MISSING SUBJECTS AND SUBJECTS WHO ARE OUT OF THE COUNTRY FOR INCLUSION IN THE SECURITY INDEX

We have been, under current procedures, withholding recommendation of Security Index cards on subjects who are missing until they have been located. This sometimes results in a considerable lapse of time between the date of determination that they should be included in the Security Index and the

date that they are actually included therein.

Also, under current procedures, if a subject of a security investigation not yet included in the Security Index is found to be out of the country that subject is not added to the Security Index and his case is closed after all investigation is completed. This individual may be considered as potentially dangerous as others who are included in the Security Index and were it not for the fact that he is outside our jurisdiction he would be included in the Index. Under our present procedure of closing a case without including the subject in the Security Index we run the chance of that subject returning to this country without our knowledge and without proper provision for checking his whereabouts on a continuing basis. It is my opinion that missing subjects and subjects who are found to be out of the country and who are not included in the Security Index should be included therein at the time that they are found through investigation to be dangerous to the internal security. Such subjects should not be excluded from continuing coverage merely because they are temporarily unavailable for apprehension. By adoption of the Unavailable Section and inclusion of subjects therein who are missing or out of the country our Security Index coverage will be more complete and practical.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: May 8, 1953

FROM :

SUBJECT: SECURITY INDEX - *SECRET*  
PREPARATION OF SUMMARY REPORTS

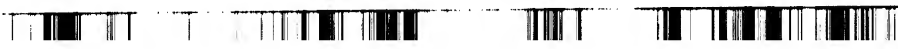
SYNOPSIS:

The field has submitted 5,222 summary reports in Non-Key Figure and Non-Key Facility Security Index cases. This is 34% of such cases in which summary reports are scheduled for preparation. Fifteen offices having comparatively few Security Index cases have completed the project. Breakdown of status of project in each office attached hereto.

ACTION:

None. Submitted for your information.

The next quarterly status letters will reflect the status of the project as of July 1, 1953. You will be advised of the status of the project at that time.





DETAILS:

Each office is required to submit a quarterly status letter in connection with the project of preparing summary reports reflecting the progress made in submission of these reports. These status letters include statistics on all Security Index subjects who are not employed in Key Facilities or are not Key Figures. Summary reports on Key Facility employees were to be submitted at the time that the regularly scheduled six-month reports were due in each case. Summaries on Key Figures are being deferred until after summaries are prepared on all other Security Index subjects.

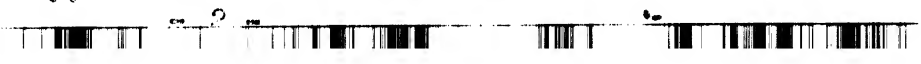
The following tabulation reflects the status of this project as of the dates indicated. The differences in the figures appearing in the left hand column are due to changes in categories of cases in the Security Index because of deletions of Key Figures or the subjects become no longer associated with Key Facilities as well as other variations in the content of the Security Index.

	Number of Summaries Scheduled in Non-Key Facility and Non-Key Figure Cases	Number of Summaries Submitted	Percentage Completed
April 1, 1952	14,606	1,196	8.2%
July 1, 1952	14,643	2,071	14%
October 1, 1952	15,073	3,133	20.8%
January 1, 1953	15,167	3,769	24.9%
April 1, 1953	15,328	5,222	34%

As of April 1, 1952, four offices reported the project as completed. As of July 1, 1952, six offices had completed the project and as of October 1, 1952 and January 1, 1953, nine offices reported completion. Fifteen offices reported the project completed as April 1, 1953. These are offices having comparatively small number of Security Index subjects.

As you know a moratorium was declared on the project until January 1, 1953, by SAC Letter Number 85 (H) dated September 3, 1952, to permit reduction of the backlog and delinquency in security work. This moratorium was partially lifted by SAC Letter Number 106 (A) dated October 14, 1952, which instructed those offices having personnel available to the project to reinstitute it immediately. At the present time offices are proceeding with the project as personnel becomes available within each office.

Attached for your information is a breakdown of the status of the project in each office as of April 1, 1953.



STATUS OF  
SECURITY INDEX -  
SUMMARY REPORT PROJECT

As of April 1, 1953

Security Index Cases on other  
than Key Facility and Key  
Figure Subjects

<u>Office</u>	<u>Number of Summaries Scheduled for Preparation</u>	<u>Number of Summaries Submitted as of 4-1-53</u>	<u>Number of Summaries to be Prepared</u>	<u>Percentage Completed</u>
Albany	151	77	74	51%
Albuquerque	34	34	0	100%
Anchorage	26	15	11	58%
Atlanta	12	12	0	100%
Baltimore	244	113	131	46%
Birmingham	10	10	0	100%
Boston	365	98	267	27%
Buffalo	180	83	97	46%
Butte	53	53	0	100%
Charlotte	52	42	10	81%
Chicago	931	299	632	32%
Cincinnati	159	60	99	38%
Cleveland	318	209	109	66%
Dallas	46	46	0	100%
Denver	164	132	32	80%
Detroit	872	235	637	27%

Cont'd

<u>Office</u>	<u>Number of Summaries Scheduled for Preparation</u>	<u>Number of Summaries Submitted as of 4-1-53</u>	<u>Number of Summaries to be Prepared</u>	<u>Percentage Completed</u>
El Paso	13	13	0	100%
Honolulu	86	65	21	76%
Houston	47	25	22	53%
Indianapolis	156	58	98	37%
Kansas City	35	35	0	100%
Knoxville	5	5	0	100%
Little Rock	19	19	0	100%
Los Angeles	2,256	404	1,854	18%
Louisville	30	26	4	87%
Memphis	9	9	0	100%
Miami	94	80	14	85%
Milwaukee	262	220	42	84%
Minneapolis	324	157	167	48%
Mobile	6	6	0	100%
Newark	452	109	343	24%
New Haven	413	147	266	36%
New Orleans	51	44	7	86%
New York	2,934	177	2,757	6%
Norfolk	15	15	0	100%
Oklahoma City	44	44	0	100%
Omaha	35	33	2	94%
Philadelphia	715	190	525	27%

1469

Cont'd

<u>Office</u>	<u>Number of Summaries Scheduled for Preparation</u>	<u>Number of Summaries Submitted as of 4-1-53</u>	<u>Number of Summaries to be Prepared</u>	<u>Percentage Completed</u>
Phoenix	85	82	3	96%
Pittsburgh	181	79	102	44%
Portland	189	175	14	93%
Richmond	17	15	2	88%
Saint Louis	142	25	117	16%
Salt Lake City	40	40	0	100%
San Antonio	24	22	2	92%
San Diego	95	41	54	46%
San Francisco	1,755	749	1,006	43%
San Juan	331	319	12	96%
Savannah	7	7	0	100%
Seattle	552	104	448	13%
Springfield	85	84	1	99%
Washington Field	<u>205</u>	<u>81</u>	<u>124</u>	<u>40%</u>
Total	15,328	5,222	10,106	34%



## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 8, 1953

FROM :

SUBJECT: SECURITY INDEX

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

The following is a report on the increase in the Security Index since the last count was furnished to you on April 10, 1953.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
April 11-17	121	18	103
April 18-24	82	41	41
April 25-May 1	122	20	102
May 2-May 8	77	15	62
Total	402	94	308

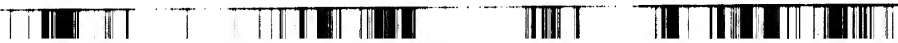
For your information, during the preceding four-week period 288 cards were added and 126 cards were cancelled, a net increase of 162 cards.

||| The Security Index count as of today is 21,171.

|| To date the Department has specifically approved in writing the listing of 1,470 names in the Security Index. To date they have not disapproved the listing of any name.

ACTION:

This is for your information.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: May 15, 1953

FROM :

SUBJECT: SECURITY INDEX

During the past week 130 new cards were added to the Security Index and 36 cards were cancelled, a net increase of 94 cards.

The Security Index count as of today is 21,265.

ACTION:

This is for your information.



UNRECORDED

5-22-53

*Memorandum* • UNITED STATES GOVERNMENT

DATE: May 20, 1953

TO :

FROM :

SUBJECT: MANUAL REVISION  
SECTION 87C-MANUAL OF INSTRUCTIONS  
SECURITY INDEX - UNAVAILABLE SECTION

SAC Letter Number 53-30 contains instructions to the field regarding the setting up of the Unavailable Section in the Security Index. Those instructions make it necessary that certain changes be made in Section 87C of the Manual of Instructions.

ACTION:

There are attached hereto the changes necessitated in Section 87C of the Manual of Instructions which should be incorporated into the Manual by the Training and Inspection Division.

It is requested that 30 copies of the changed pages be furnished to the Internal Security Section for use of the Security Index Supervisors.

Attachment

May 15, 1953

PROPOSED CHANGES IN  
SECTION 87C  
HANDBOOK OF INSTRUCTIONS

Page 22c (Add at top of page)

IV. Unavailable Section

(A) Missing Subjects .....

(B) Subjects Out of Country ...

(C) Imprisoned Subjects .....

V. Inactive Section .....

Page 25B (3) (Insert between first and second paragraphs)

It may sometimes be found that a subject of a  
pending security investigation who has not as  
yet been included in the security index has  
disappeared and efforts to locate him have not  
with negative results. That subject may have  
been found to be potentially dangerous even  
though his current whereabouts is not known and  
he is suitable for inclusion in the security  
index at that time. Such a subject should be  
recommended for inclusion in the Unavailable  
Section of the security index at the time it is  
found that he fits the standards for inclusion  
regardless of the fact that his location is not  
known.

Of course, the determination as to whether  
a subject is actually missing must be judged  
by the extent and results of previous investi-  
gation to determine his whereabouts. If  
location of a subject merely involves the  
pursuit of leads already considered and there  
is a definite indication of the subject's  
location, recommendation for inclusion in the  
Security Index may be withheld until his  
location is certain.

End



It will be necessary for Agents to whom such cases are assigned to first ascertain and report upon to the subject's whereabouts and, if such Agents are unable, to conduct the necessary investigation to locate the subjects.  
If it appears obvious that the subject can actually be classified as a fugitive subject or person of information developed indicating that he has deliberately absented himself from his regular environment and contacts to avoid detection by us, has gone into hiding, or is working clandestinely in an underground capacity, that subject should then be included in the locatable section of the Security Index as a missing subject in accordance with the procedures set forth under GPO to (c) (b) 17 below.

At the time Form FD-122 is submitted to the Bureau placing a subject in the unlocatable Section a cover memorandum must be submitted advising of the investigative steps already taken to locate him.

Such investigation must be given preferential and continuous attention by the Agent to whom the case is assigned. Close supervision of such cases must be maintained in the field at all times. All possible leads to determine the subject's current location must be covered. This will include discreet checks, under pretext, with former neighbors, former fellow employees or associates and, where advisable, with known relatives. Checks with the subject's former creditors, banks, utility companies and like sources should also be made. Every conceivable means must be utilized to locate the subject in the least possible time. The investigation must be handled as thoroughly and promptly as any fugitive investigation. The suggested sources of leads set forth in Section 40 (c) should be considered in each case where applicable.

Page 26 (Insert between paragraph two and paragraph three now  
in this page)

The Bureau must be advised each 25 days  
of the Bureau's active steps which have  
been taken during the period to locate  
a subject who is outside the country.  
It is recommended that investigative  
reports be submitted which report not  
only the results of the investigation  
but also to locate a subject. The  
data should be properly included in  
reports to the Bureau. The Bureau  
will closely follow investigative  
action to locate missing security  
index subjects.

Page 26 (4) (Insert after fourth paragraph)

In some instances a security investigation  
of a subject has not included in the  
Security Index may be in progress at the  
time that it is found that the subject has  
recently departed for a foreign country.  
If the evidence developed at that time  
warrants the inclusion of the subject in  
the Security Index were it not for the  
fact that he is outside the United States,  
Form 11-122 should be submitted recommending  
his inclusion in the Inconclusive section  
of the Security Index. After all initial  
investigation is completed the subject's  
case will be handled the same as those  
of other subjects of a similar status  
who are included in the Inconclusive  
section as out of the country.

Of course, if the subject is an alien who  
has been deported or has voluntarily  
permanently departed from the United States  
he should not be included in the Security  
Index.

ENC - 3 -

When it is determined that a Security Index subject was removed for a foreign country his Security Index card shall be placed in the Unavailable section and his case handled in accordance with the instructions set forth under 87C 7b (3) (b) 11.

Page 29c (Insert as separate paragraph between fifth and sixth paragraphs)

Subjects who are missing or out of the country can be recommended for inclusion in the Security Index provided the instructions set forth above in 87C 6 b (3) and (4) are carried with. Forms 87-112 submitted on such subjects should include the data required in 87C 7 b (3) (b) 11 below.

Page 30 (First paragraph, fifth sentence)

This card will then be filed in the Geographical Section of the office Security Index. (Except Special Section cards and Unavailable section cards. See 87C 7 b (3) (b) (III) and (IV) below.) The other card shall be filed in the Alphabetical Section of the Security Index. No information other than the office file number shall be permanently added, deleted or changed on the face of the Security Index card without complying with instructions set forth below under 87C 7 b (8).

Page 30 a (Insert after (h)).

(i) Unavailable Section Cards

<u>Missing</u>	<u>MI</u>
<u>Out of Country</u>	<u>OC</u>
<u>Imprisoned</u>	<u>IR</u>

(The remainder of the items (i) through (r) on this page should be changed to run alphabetically from (j) through (q))

ENC 4

Page 30b (6) (b) I. (Last paragraph)

After receipt of the two 5 x 8 Security Index cards from the Bureau and after the necessary data have been added to one of the cards it shall be filed in the Geographical Section of the Index. (Insert Special Section and Geographical Section cards. See III and IV below.)

(Continue remainder of paragraph as is.)

Page 30c III (First paragraph)

### III. Special Section

Security Index cards of individuals coming within the categories enumerated below shall be retained in the Special Section of the Security Index for the reasons stated. This section shall be broken down into six subsections headed by tags corresponding to the categories. The Special Section will be maintained in accordance with the following instructions:

Page 31 (Delete fourth paragraph and insert following)

When submitting a recommendation for preparation of a Security Index card on an individual falling in one of the above categories, the Form FD-152 must include the words "Special Section" typed in the upper right portion thereof. The proper category should be typed on the FD-152 in the space provided below the words "Miscellaneous Special".

(Delete fifth paragraph and insert following two paragraphs)

Security Index cards to be placed in the Special Section will bear the appropriate code letters in the upper-right portion designating the subsection in which the card should be placed. Upon receipt from the Bureau of the two Security Index cards of subjects in these categories, the required additional data shall be placed on one which shall be filed alphabetically in the appropriate subsection of the Special Section. The duplicate shall be filed in the Alphabetical Section of the Security Index. Under no circumstances should Special Section Security Index cards be filed in the Geographical Section of the Index.

When a Security Index subject whose card is maintained in the Special Section no longer comes within one of the categories of the Special Section Form SD-122 must be submitted with the words "move from Special Section" typed in the space provided behind the words "MISCELLANEOUS (Specify)." If the card should be placed in the Unavailable Section the statement "Place in Unavailable Section" should be added in this space. When the new cards are received from the Bureau each should be checked for accuracy and the file number, description and photograph (if available) should be placed on one of the cards. This card should then be filed in the Geographical or Unavailable Section (where applicable) and the other card filed in the Alphabetical Section of the Security Index. The old cards should be destroyed.

IV. Unavailable Section

Security Index cards of individuals who are missing, out of the country or are imprisoned shall be retained in the Unavailable Section. This section shall be broken down into three subsections headed by terms "Missing," "Out of the Country" and "Imprisoned." The Unavailable Section shall be maintained in accordance with the following instructions:

(A) Missing Subjects

It is not desired that Security Index subjects be included in the Unavailable Section as missing immediately upon determination that they are no longer located at their previously known places of residence or employment. The action required in (b) (3) above must be taken prior to submitting Form 1-12 placing a subject in the Unavailable Section as a missing subject. The Bureau must be periodically advised of the investigative steps taken to locate missing Security Index subjects in accordance with (b) (3).

(B) Subjects Out of the Country

The Security Index cards of subjects who are found to have departed from the United States, Hawaii, Alaska or Puerto Rico for a foreign country shall be placed in this subsection of the Unavailable Section of the Security Index unless their cards

should be cancelled in accordance with instructions and forms under 0727.1 (10) 101.

The case of any Security Index subject who is not a citizen must be handled as follows: when the subject is a citizen of the United States, as any other citizen, and when to determine if the subject has returned to this country.

Appropriate steps should be placed with the Bureau of Customs and the State Department to be advised of information which may become available to them reflecting the subject's return to this country.

(C) Imprisoned Subjects

The cards of Security Index subjects who are found to have been imprisoned shall be placed in the Inavailable Section of the Security Index.

At the time it is determined that a Security Index subject is imprisoned it will be necessary to make arrangements with the confining institution to be informed of the subject's release. An administrative transfer shall be set up for a Security Index subject to the extent of care of a State release to ensure that you are informed of the subject's release. Upon receipt of a copy of the release of the subject, you shall ascertain whether the subject should be continued in the Security Index. If the subject is to be continued in the Security Index, he shall be placed in order with the instructions set forth herein.

Enc 8

Standards for inclusion of such subjects in the Inevitable section of the Security Index are the same as those for any other potentially dangerous subject.

When submitting a recommendation for inclusion of a subject in the Inevitable section who has not previously been included in the Security Index or coming on an existing Security Index card from the Geographical or Special sections to the Inevitable section, the Form FD-122 must include the words "Inevitable Section" typed in the upper-right portion thereof.

If the subject is missing the word "Missing" will be typed in the space provided on the Form FD-122 behind the words "Miscellaneous" (Specify)."

If the subject is out of the country the words "Out of the Country" will be typed in the space provided on the Form FD-122 behind the words "Miscellaneous (Specify)". If the foreign address is known this should be placed on the FD-122 in the space provided for the real name address. If the subject is only known to be in a certain foreign country and his residence there is not known, only the name to be traveling and this information should be very fully included in the FD-122. If the current employment address is known this should be included on the FD-122.

If the subject is in prison the word "Imprisoned" will be typed in the space provided on the Form FD-122 behind the words "Miscellaneous (Specify)".



The identity of the institution in which the subject is incarcerated will be typed in the space provided for the residence address. The space for the business address will be left blank.

It is not desired that places of former residence or former employment be included on Security Index cards of subjects who are aliening, or are out of the country or who are imprisoned inasmuch as such data serves no useful purpose on the card.

Security Index cards to be placed in the Unavailable section will bear code letters in the upper-right portion designating the subsection in which the card should be placed. Upon receipt of the two cards from the Bureau for each subject in one of these categories, the required additional data shall be placed on one which shall be filed alphabetically in the appropriate subsection of the Unavailable section. The duplicate shall be filed in the Alphabetical Section of the Security Index.

When a subject who has been included in the Unavailable section as a missing subject is located in your office territory or a subject who has been out of the country has returned to your territory or an imprisoned subject has been released, Form FD-157 may be submitted reflecting the subject's current residence and place of employment. The words "Home from Unavailable section" should be typed in the space provided behind the words "Released and (relocated)" which are on the Form FD-157. If the subject's card is to be placed in the Social Section the statement "Place in Social Section - (citizen or foreign government employee, etc.)" should

be added in this space. When the new cards are received from the Bureau, they should be checked for accuracy and the old cards, with description and photograph (if available) should be placed on one of the two cards. This card should then be filed in the file (Political or Criminal series, as may be applicable) and the other card should be filed in the alphabetical section of your card file. The old cards to be destroyed and alphabetical section cards to be destroyed.

When a subject who has been included in the Unavailable section is located in another country, one of the cards should be removed to the office and the new office of origin and the pertinent card should be removed from his current card and business addresses. The notation "Removed from Unavailable section" should be typed in the space to the right of the addresses. New identity index cards will then be submitted to the new office of origin by the Bureau.

Page 31

IV (This number should be changed to 7)

Page 31a (7) (Delete second paragraph and insert following)

The whereabouts of all Security Index subjects should be known at all times. To this end the residence and business addresses of all Security Index subjects except those who are imprisoned must be checked at least once every six months. The case of any Security Index subject who is out of the country must be followed at least once six months to determine if he has returned to this country.

Page 31b (8) (Insert as second paragraph)

If the changes, additions or deletions involve cards being placed in or removed

from the Special Section or the Unavailable  
Section. The requirements for the inclusion of  
data on cards shall be set forth in GPO 7 b  
(a) (b) and/or IV. None should be added to.

Page 31b (8) (Paragraph 4 new to last sentence)

This card will then be filed in the  
Geographical Section and the duplicate in  
the Alphabetical Section of the Security  
Index. (Insert in those instances where  
the subject is in the Special Section or  
the Unavailable Section of the Security  
Index. See GPO 7 b (c) (b) III or IV above.)

Page 31 b (9) (a) (Insert as added sentence to paragraph one)

If the subject's Security Index card  
has been included in the Unavailable  
Section, the card shall be  
prepared in accordance with GPO 7 b  
(a) (b) IV above.

Page 32a (10)(B)

(b) Permanent departure from the Bureau's  
jurisdiction.

Upon learning of the departure of a  
Security Index subject from the United  
States, Hawaii, Alaska or Puerto Rico  
for a foreign country, conditions  
surrounding his departure should be  
immediately ascertained. (Delete last  
sentence now in this paragraph)

No Security Index card will be cancelled  
in reason of a subject's departure  
for a foreign country unless the subject  
is an alien who has voluntarily departed  
either voluntarily or as a result of  
deportation proceedings. In such  
instances the Security Index card will  
be cancelled only after the subject's  
departure has been verified as being  
permanent. In a United States citizen

who is included in the Security Index and who has been out of the country is known to have renounced his citizenship and taken citizenship of a foreign country, his Security Index card may be cancelled only if it has been determined that he does not intend to return to the United States.

Recommendations to cancel the Security Index cards of such subjects should be made by letter directed to the Branch. The cards shall be cancelled only after receipt of notice from the Branch that the subject's Security Index card has been cancelled.

(Delete second paragraph now in manual)

Page 32a (10) (C) (Delete all three paragraphs and replace with following)

(c) Imprisonment of Subject

Security Index Cards should not be cancelled by reason of a subject's having been imprisoned regardless of the length of time he will be incarcerated. The cards of such subjects will be placed in the Inactive section of the Security Index and the cards cancelled thereafter in accordance with the instructions set forth in GPO 7 b (3) (b) IV above.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: May 22, 1953

FROM :

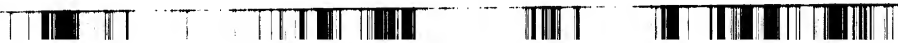
SUBJECT: *SECURITY INDEX*

*ghm* During the past week 165 new cards were added to the Security Index and 38 cards were cancelled, a net increase of 127 cards.

The Security Index count as of today is 21,392.

ACTION:

This is for your information.



May 22, 1953

SUGGESTION 225-53  
SECURITY INDEX - PREPARATION OF REPORTS

The attached suggestion which has been referred to us for our views recommends that the heading "Immediate Relatives" be added to the established form for security reports on individuals.

Section 5C, Item 23, of the Manual of Instructions specifies that immediate relatives of a subject is an item which should be included under the physical description for the subject. It should be noted that the necessity for ascertaining the identities of relatives of subjects of security investigations is specifically covered under items (f) and (h) on pages 24b and 24c of Section 87C of the Manual of Instructions.

Although the suggested heading would point up to Agents the necessity of obtaining and setting forth in security reports the identities of relatives of the subjects, it is our recommendation that we conform to the established Bureau procedure of including such data in reports under the heading of "Physical Description" and that Section 87C which pertains to security investigations of individuals not be changed as a result of this suggestion.

ACTION:

This memorandum with the attached copy of the suggestion should be furnished to .

May 22, 1953

0 SECURITY INDEX LIST

5/25/53  
Delivered to Mr. [illegible]  
at [illegible] school  
& memo to [illegible]  
at [illegible] [illegible]

W 21 3 35 PM '95

Attachment

NOTE ON YELLOW ONLY:

*Espionage Section of the Special Section  
not included.*

The five designated groups are:

Foreign Government Employees  
United Nations Employees  
Pro-Tito Yugoslavs  
U. S. Government Employees  
Atomic Energy Program Employees

RECORDED-98

SECRET

MAY 22 1954

58 JUN 2 - 1953

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/28/53

FROM : SAC, Omaha

PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX

ReBulet 5/22/53.

The new Security Index list has been received and the old list has been destroyed by burning.





STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: May 29, 1953

FROM :

SUBJECT: SECURITY INDEX - *100-111*

During the past week 111 new cards were added to the Security Index and 15 cards were cancelled, a net increase of 96 cards.

The Security Index count as of today is 21,488.

ACTION:

This is for your information.



STANDARD FORM NO. 64

*Office Memorandum* - UNITED STATES GOVERNMENT

TO :  
FROM : The Executives Conference  
SUBJECT: SECURITY INDEX - PREPARATION OF REPORTS

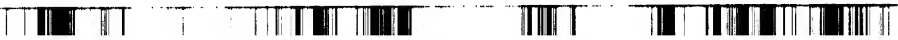
DATE: 5-29-53

Present at the Executives Conference May 28, 1953, were  
Messrs.

Special Agent , Baltimore, suggested that the rules for writing security reports be changed so that the relatives of the subject will appear in that section of the report entitled "Background" rather than in the section of the report containing the physical description of the subject.

The standard rule is that the names and whereabouts of relatives be shown as a part of the physical description of the subject. The suggesting employee felt that requiring such information under "Background" would result in more complete information being obtained and the location as to the identity of relatives would appear in a more convenient part of the report.

The Domestic Intelligence Division was opposed, as was the entire Executives Conference. If you agree, no further act need be taken inasmuch as the suggesting employee has already been thanked for his idea.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: 5/21/53

TO :

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special lists." A key to the abbreviations is also included.

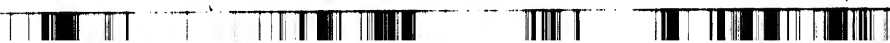
These statistics are based on Statistical Section Records as of May 15, 1953.

Attachments

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comcab
DC	Detcom
KF	Key Figure
NA	Naturalized
NE	Native Born
TF	Top Functionary
AEP	Atomic Energy Program employees
BUL	Bulgarian
COM	Communist Party, USA
CZE	Czechoslovakian
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
HUN	Hungarian
ILL	Independent Labor League
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
PRO	Prominent Person
RUM	Rumanian
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
ULP	United Labor Party
UNE	United Nations employees
YUG	Yugoslavian

ENC 1



1471

[illegible]

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR.

DATE: MAY 14, 1953

FROM : MR.

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

ACTION:

As a result of the April administrative reports letters have been directed to 16 offices instructing them to further reduce their backlog and delinquency in C5, 100 and 105 classifications.

We will continue to closely follow the field in this matter and will review the May administrative reports to determine the progress of the field. You will be advised of the results of this review.

RECORDED - 51

JUN 12 1953

24

EX-128

Bufile  
5-10-10000

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>1-31-53</u>	<u>2-28-53</u>	<u>3-31-53</u>	<u>4-30-53</u>
65	1,314	1,105	1,137	1,107	1,148
100	32,812	24,955	24,774	23,841	23,096
105	2,895	2,384	2,226	2,269	2,150
Total	37,021	28,344	28,137	27,217	26,424

TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>1-31-53</u>	<u>2-28-53</u>	<u>3-31-53</u>	<u>4-30-53</u>
65	525	225	255	256	187
100	22,518	10,795	10,210	9,927	8,317
105	1,719	752	768	707	616
Total	24,762	11,772	11,233	10,890	9,120

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since December 31, 1952:

CLASSIFICATIONS 65, 100 and 105  
FOR ALL OFFICES

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
12-31-52	24,770	12,267	49.5%
1-31-53	24,098	11,772	48.8%
2-28-53	23,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 79% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security Index Cards</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>4-15-53</u>	<u>3-31-53</u>	<u>4-30-53</u>	<u>3-31-53</u>	<u>4-30-53</u>
New York	4,096	7,038	6,825	76%	71%
Los Angeles	3,395	1,610	1,491	32%	24%
San Francisco	2,011	1,326	1,190	39%	28%
Detroit	1,333	950	865	64%	32%
Chicago	1,190	1,401	1,224	47%	35%
Philadelphia	960	1,079	1,070	38%	33%
Seattle	660	274	254	30%	28%
Newark	658	932	937	38%	27%
Cleveland	654	476	430	32%	31%
Boston	515	650	636	42%	31%
Minneapolis	498	942	958	33%	41%
New Haven	466	379	356	33%	26%
Total	16,458	17,097	16,256		



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The over-all statistics for the eleven offices other than the New York Office since March 31, 1952 are as follows:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent (65-100-105)</u>
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.2%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%

During April, eleven of the twelve offices reduced the total number of pending active matters in the three classifications and eleven reduced the delinquency in the total matters in those classifications.

In regard to the New York Office you will note it has the highest number of the pending active matters and the highest percentage of delinquency of the twelve offices listed. During April the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 203 from 7,028 to 6,825 matters and those delinquent by 510 from 5,329 to 4,819. New York's delinquency in the three classifications was reduced from approximately 76% to approximately 71%.

#### Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on April 30, 1953, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during April 1953. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	3-31-53	4-30-53	3-31-53	4-30-53
Anchorage	49	42	20%	55%
Omaha	61	71	27%	37%
Saint Louis	275	266	31%	37%
Buffalo	254	254	39%	35%
Milwaukee	280	247	35%	34%
Albuquerque	91	84	26%	32%
Houston	72	78	22%	32%
Savannah	32	34	28%	32%
Denver	182	182	27%	31%
Miami	154	160	29%	31%
Portland	90	110	27%	30%
Kansas City	153	116	7%	29%
Salt Lake City	72	42	24%	29%
Butte	72	58	25%	28%
Norfolk	26	25	15%	28%
Cincinnati	311	303	26%	27%
Little Rock	21	27	14%	26%
Indianapolis	240	216	33%	25%
Memphis	51	50	2%	24%
Phoenix	93	105	18%	24%
San Juan	189	197	38%	24%
Albany	227	262	22%	21%
Baltimore	486	439	19%	21%
Washington Field	946	1,019	27%	21%
Dallas	70	54	13%	20%
Richmond	85	66	36%	20%
Springfield	115	122	12%	20%
San Diego	171	182	19%	19%
Honolulu	89	84	30%	18%
El Paso	29	29	10%	17%
Atlanta	52	55	19%	16%
New Orleans	132	141	8%	16%
Pittsburgh	358	367	35%	16%
San Antonio	72	69	35%	16%
Louisville	62	49	32%	14%
Mobile	47	38	13%	13%
Charlotte	69	71	22%	11%
Oklahoma City	69	67	35%	10%
Birmingham	39	47	8%	4%
Knoxville	30	34	17%	0%
Total	5,936	5,864		

During April, twenty offices were able to reduce their pending active work load and sixteen offices reduced their delinquency.

The following figures illustrated the progress of the forty offices as a whole since April 30, 1953, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%

OBSERVATIONS:

1. During April 1953, the field reduced the total pending active matters in the 65, 100 and 105 classifications by 233, from 23,033 to 22,100.

2. During April 1953, the total number of delinquent matters in the 65, 100 and 105 classifications was decreased by 1,770, from 10,890 to 9,120. The percentage of delinquency in these classifications decreased from 47.5% to 41.3%.
3. The New York Office has 3,625 pending active matters in the 65, 100 and 105 classifications which is approximately 51% of such matters in the entire field. Of the 9,120 delinquent matters in these classifications in the entire field, 4,819 or approximately 53% are in the New York Office. The average delinquency for all offices other than New York was reduced from approximately 34% to approximately 28% during April. New York reduced its delinquency from approximately 76% to approximately 71%.
4. Letters have been directed to 16 offices instructing them to further concentrate on reducing their backlog and delinquency in the 65, 100 and 105 classifications.

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STANDARD FORM NO. 64

*Office Memo*

U • UNITED STATES

GOVERNMENT

DATE: June 5, 1953

TO :

FROM :

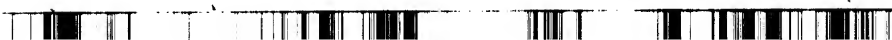
SUBJECT: SECURITY INDEX

During the past week 132 new cards were added to the Security Index and 25 cards were cancelled, a net increase of 107 cards.

The Security Index count as of today is 21,595.

ACTION:

This is for your information.



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: June 11, 1953

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Status of investigations in 65, 100 and 105 classifications, as of May 31, 1953, set forth. Number of pending active matters in the entire field reduced from 22,100 to 21,740. The delinquent matters in the entire field increased from 9,120 to 9,730 increasing the delinquency from 41.3% to 44.8%. Letters sent to 28 offices instructing them to reduce their backlog and delinquency.

New York reduced its pending active matters in the three classifications from 6,825 to 6,566 and the number delinquent from 4,819 to 4,557 or from approximately 71% to approximately 69%. New York accounts for approximately 30% of the pending active matters and 47% of the delinquency in these classifications in the entire field. New York reduced the number of pending active matters in the 100 classification from 5,867 to 5,652. The number delinquent was reduced from 4,417 to 4,214 remaining at an approximate 75% delinquency.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the June administrative reports.

Bufile 62-100000-106  
LGD:mjt

RECORDED - 50  
INDEXED - 50

JUN 23 1953

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The May administrative reports from all offices reflect that the total pending active matters in the 65, 100 and 105 classifications decreased during the month from 22,100 to 21,740. The number of delinquent matters increased from 9,120 to 9,730, an increase from 41.3% to 44.8%. Thirty-two offices reduced their total number of pending active matters and eighteen offices reduced their delinquency in these classifications. Letters were sent to 28 offices directing them to further reduce their backlog and delinquency in these matters.

The New York Office has approximately 30% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 47% of the number of delinquent matters in these classifications in the entire field. The average delinquency of all other offices combined increased during the month from approximately 28% to approximately 34%. New York's delinquency decreased from 71% to 69%.

The bulk of New York's backlog and delinquency is in the 100 classification. During May the number of pending active matters in the 100 classification in the New York Office was reduced from 5,867 to 5,652. The number of such matters which were delinquent was reduced from 4,417 to 4,214. The delinquency remained at approximately 75%.

Under date of May 8, 1953, New York advised that as of May 1, 1953, 29 Agents were transferred from the Security Matter Section to the Loyalty Section to work United Nations - Loyalty cases. Subsequently they advised by individual memoranda that the Security Matter cases to which these Agents had been assigned would be re-assigned. By letter of June 2, 1953, the status of 100 classification matters in the New York Office compared to the status of their other investigations was brought to the attention of the SAC. The serious situation which faces New York because of their high backlog and delinquency in the 100 classification was pointed out to the SAC. He was informed that the procedure of transferring Agents from security cases to other types of investigations could no longer be condoned by the Bureau and that henceforth when New York has promised action in a security case by a specified date in response to an inquiry by the Bureau and such action is not taken by the time promised, a letter of explanation will be requested. He was instructed to make sufficient personnel from within the office available to this phase of his investigative activities to effect an immediate drastic reduction in his backlog and delinquency and to place his office in a position to resume preparation of summary reports at the earliest possible date.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS					
CLASSIFICATIONS 65, 100 and 105					
ALL FIELD DIVISIONS					
Classification	12-31-51	2-28-53	3-31-53	4-30-53	5-31-53
65	1,314	1,137	1,107	1,148	1,237
100	32,812	24,774	23,841	23,096	22,682
105	2,895	2,226	2,269	2,180	2,225
Total	37,021	28,137	27,217	26,424	26,144



TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>2-28-53</u>	<u>3-31-53</u>	<u>4-30-53</u>	<u>5-31-53</u>
65	525	255	256	187	272
100	22,518	10,210	9,927	8,317	8,817
105	<u>1,719</u>	<u>768</u>	<u>707</u>	<u>616</u>	<u>641</u>
Total	24,762	11,233	10,890	9,120	9,730

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since December 31, 1952:

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD OFFICES

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
12-31-52	24,770	12,267	49.5%
1-31-53	24,098	11,772	48.8%
2-28-53	23,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 79% of the total Security Index cards and a high percentage of the pending work and

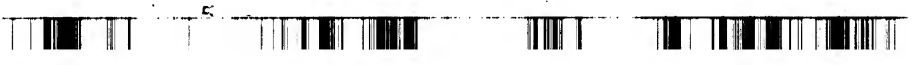
delinquency in classifications 65, 100 and 105.

STATISTICS FOR ELEVEN OFFICES  
SECURITY INDEX COUNT FOR  
65, 100 and 105 MATTERS

Office	Security Index Cards	Pending Active Matters		Percentage Delinquent	
	5-15-53	4-30-53	5-31-53	4-30-53	5-31-53
New York	4,220	6,825	6,566	71%	69%
Los Angeles	3,431	1,491	1,415	24%	34%
San Francisco	2,032	1,190	1,246	28%	31%
Detroit	1,343	865	839	32%	42%
Chicago	1,241	1,224	1,217	35%	34%
Philadelphia	991	1,070	1,037	33%	47%
Newark	676	937	1,010	27%	35%
Cleveland	666	430	423	31%	35%
Seattle	661	254	261	28%	27%
Boston	534	336	664	31%	29%
Minneapolis	496	958	805	41%	57%
New Haven	482	556	360	28%	31%
Total	16,778	16,236	15,843		

The over-all statistics for the eleven offices other than the New York office since March 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,143	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,353	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%



1481

During May, only seven of the twelve offices reduced the total number of pending active matters in the three classifications and only four reduced the delinquency in the total matters in those classifications.

In regard to the New York Office you will note it has the highest number of the pending active matters and the highest percentage of delinquency of the twelve offices listed. During May the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 259 from 6,825 to 6,566 matters and those delinquent by 262 from 4,819 to 4,557. New York's delinquency in the three classifications was reduced from approximately 71% to approximately 69%.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on May 31, 1953, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during May 1953. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	4-30-53	5-31-53	4-30-53	5-31-53
Omaha	71	67	37%	45%
Buffalo	254	262	35%	44%
Butte	58	62	28%	44%
Cincinnati	303	293	27%	42%
Albuquerque	84	91	32%	40%
Mobile	38	35	13%	37%
San Diego	182	189	19%	34%
Savannah	34	32	32%	34%
St. Louis	266	319	37%	33%
Albany	262	237	21%	32%
Baltimore	439	437	21%	32%
Houston	78	76	32%	32%
Richmond	66	59	20%	32%

1487

Office	Pending Active Matters		Percentage Delinquent	
	4-30-53	5-31-53	4-30-53	5-31-53
Kansas City	116	104	29%	31%
Milwaukee	247	252	34%	31%
Pittsburgh	367	361	16%	30%
Atlanta	55	42	16%	29%
Indianapolis	218	204	25%	29%
Washington Field	1,019	1,075	21%	29%
Denver	182	156	31%	26%
San Juan	197	230	24%	25%
Honolulu	84	75	18%	24%
Miami	160	160	31%	24%
San Antonio	69	66	16%	24%
Oklahoma City	67	79	10%	23%
Phoenix	105	93	24%	23%
Portland	110	109	30%	23%
Birmingham	47	41	4%	22%
Dallas	54	73	20%	21%
Little Rock	27	21	26%	21%
Springfield	122	120	20%	30%
Charlotte	71	73	11%	16%
Salt Lake City	42	46	29%	17%
El Paso	29	38	17%	16%
Knoxville	34	32	0%	16%
Louisville	49	47	14%	13%
Norfolk	25	24	28%	13%
New Orleans	141	127	16%	8%
Anchorage	42	49	55%	4%
Memphis	50	41	24%	2%
Total	5,864	5,897		

During May, twenty-five offices were able to reduce their pending active work load and fourteen offices reduced their delinquency.

The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	5,897	1,726	29.3%



## Office Memorandum • UNITED STATES GOVERNMENT

DATE: June 18, 1953

TO :

FROM :

SUBJECT: --DELINQUENCY IN SECURITY INVESTIGATIONS ✓

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of May 31, 1953, is set forth herein. Number of pending active matters in the entire field reduced from 22,100 to 21,740. The delinquent matters in the entire field increased from 9,120 to 9,730 increasing the delinquency from 41.3% to 44.8%. Letters sent to 28 offices instructing them to reduce their backlog and delinquency.

New York reduced its pending active matters in the three classifications from 6,825 to 6,566 and the number delinquent from 4,819 to 4,557 or from approximately 71% to approximately 69%. New York accounts for approximately 30% of the pending active matters and 47% of the delinquency in these classifications in the entire field. New York reduced the number of pending active matters in the 100 classification from 5,867 to 5,652. The number delinquent was reduced from 4,417 to 4,214 remaining at an approximate 75% delinquency.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the June administrative reports.

RECORDED - 50  
INDEXED - 50

JUN 23 1953

INT. SEC.

Bufile 100-100000

1483

SAC, Omaha

June 22, 1953

Director, FBI

PERSONAL AND CONFIDENTIAL  
REGISTERED MAIL  
AIR MAIL SPECIAL DELIVERY  
RETURN RECEIPT REQUESTED

SECURITY INDEX

ReBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the general and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure

*mjr*

RECORDED - 18

JUN 23 1953

100

69 JUN 20 1953 715102

MAILED 10  
JUN 22 1953  
COMM-FBI

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: June 12, 1953

FROM :

SUBJECT: SECURITY INDEX

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

The following is a report on the increase in the Security Index since the last count was furnished to you on May 8, 1953.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
May 9-15	130	36	94
May 16-22	165	38	127
May 23-29	111	15	96
May 30 - June 5	132	25	107
June 6 - June 12	146	20	126
Total	684	134	550

For your information, during the preceding four-week period 402 cards were added and 94 cards were cancelled, a net increase of 308 cards.

The Security Index count as of today is 21,721.

To date the Department has specifically approved in writing the listing of 1,600 names in the Security Index. To date they have not disapproved the listing of any name.

ACTION:

This is for your information.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: June 19, 1953

FROM :

SUBJECT: SECURITY INDEX

During the past week 128 new cards were added to the Security Index and 14 cards were cancelled, a net increase of 114 cards.

The Security Index count as of today is 21,835.

ACTION:

This is for your information.

